

Oracle / PeopleSoft Purchase Requisition Training

CREATED ON 6/23/2014

Table of Contents

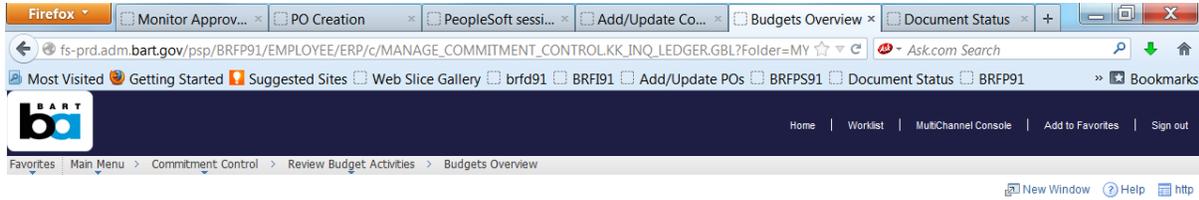
BUDGET OVERVIEW	5
CREATE A REQUISITION FOR SERVICES	10
1. Define Requisition	11
a. Line Defaults	11
2. Add Items and Service	21
3. Review and Submit.....	25
4. Adding Attachments.....	32
CREATE A REQUISITION FOR GOODS	38
1. Define Requisition	39
a. Line Defaults	40
2. Add Items and Services	48
3. Add Attachments	58
PRINT A REQUISITION	63
COPY AN EXISTING REQUISITION	65
REVIEW REQUISITION STATUS	67
1. Manage Requisitions	67
Requisition Header Status	70
Requisition Line Status	72
2. Document Status	72
3. Inquire on Requisition	74
CREATE A RECEIPT	79
1. Receive Non-Inventory Items.	79

2. Receive for another Requester	83
3. Cancel a Receipt in eProcurement	88
4. Cancel a Receipt in Purchasing	92
CANCEL A REQUISITION	94
1. Cancel the entire Requisition.....	94
2. Cancel a Requisition Line	99
REVIEW PURCHASE ORDER	103
1. Inquire on PO Information.....	103
2. PO Activity Summary.....	108
3. Document Status.....	110
REVIEW AGREEMENT / CONTRACT	113
1. Review Contract Details	113
2. Document Status.....	115
3. Contract Activity Report	117
REVIEW INVOICE	128
1. Review Voucher	128
2. Add/Update Voucher Inquiry	133
3. Payment Inquiry	135
APPENDIX A: CUSTOMIZE FIELDS.....	135
APPENDIX B: AUTOCOMPLETE.....	138
RESOURCES.....	143
Contact Information	143
Procurement Forms	143

Budget Overview

In this exercise you will learn how to process a budget inquiry.

Navigation: Main Menu > Commitment Control > Review Budget Activities > Budgets Overview



Budgets Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Inquiry Name: begins with

Search | Clear | Basic Search | Save Search

Click Search to pull up an existing project inquiry. Otherwise, click the tab Add a new value, enter an inquiry name such as "PROJECT" and click the Add button

Navigation: Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria
Budget Overview

Inquiry: PROJECT Description:

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: Ledger Group/Set: Ledger Group Ledger Group:

View Stat Code Budgets Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria Customize |

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include A Period(s)	Adjustments
<input checked="" type="checkbox"/>	CC_PROJECT		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Enter a Description of your inquiry

Select Business Unit

Click the look up to select the appropriate Ledger Group

Look Up ✕

Look Up Ledger Group

SetID: BARTD

Ledger Group: begins with

[Basic Lookup](#)

Search Results

View 100 First ◀ 1-4 of 4 ▶ Last

Ledger Group	Description	Ledger Group Type
CC_CNTL_CH	Operating Detail Budget	Expense
CC_CONTROL	Operating Control Budget	Expense
CC_PROJCHD	Project Child Ledger Group	Expense
CC_PROJECT	Project Parent Ledger Group	Expense

CC_CNTL_CH – operating details
 CC_CONTROL – operating higher level point of view
 CC_PROJCHD – Project details
 CC_PROJECT – Project higher level point of view

Budget Inquiry Criteria Budget Overview

Inquiry: PROJECT Description: PROJECT INQUIRY

Amount Criteria

Budget Type

*Business Unit: BARTD Ledger Group: Ledger Group: CC_PROJECT View Stat Code Budgets Display Chart

Project Parent Ledger Group

2. Search

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria

Customize | Find | View All First Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_PROJECT		<input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%		<input type="text" value=""/>	Update/Add
Fund	%	%		<input type="text" value=""/>	Update/Add
PC Bus Unit	BARTD	%		<input type="text" value=""/>	Update/Add
Project	09DJ001	%		<input type="text" value=""/>	Update/Add
Activity	CNMGT	%		<input type="text" value=""/>	Update/Add

Budget Status

- Open
- Closed
- Hold

 1. Enter Project information



Inquiry Results

Business Unit: BARTD
 Ledger Group: CC_PROJECT Project Parent Ledger
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

[Return to Criteria](#) Max Rows: [Display Options](#)

Ledger Totals (2 Rows)

		Net Transfers:	0.00
Budget:	996,859.00		
Expense:	524,377.04		
Encumbrance:	1,064.43		
Pre-Encumbrance:	0.00		
Budget Balance:	471,417.53		
Associate Revenue:	0.00		
Available Budget:	471,417.53		

Some projects you will need to increase the max rows to view all of the information

Budget Overview Results												Customize	Find	View All	First	1-2 of 2	Last
		Account	Project	Activity	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available	PC Bus Unit	Fund	L				
1		LABOR_EXP	09DJ001	CNMGT	760,966.000	760,506.150	0.000	0.000	459.850	0.06	BARTD	9000	C				
2		NONLBR_EXP	09DJ001	CNMGT	235,893.000	-236,129.110	1,064.430	0.000	470,957.680	199.65	BARTD	9000	C				

[Return to Criteria](#) *Notes

Click to see the PO Activity



Activity Log

Ledger: PROJECT_EN

Display open encumbrances only:

Activity Log													
Customize Find View All First 1-28 of 28 Last													
	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	PC Bus Unit	Project	Year	Activity	Period	Foreign Amount	Foreign Currency
	2	Voucher ID:	00011089	Y	NONLBR_EXP	9000	BARTD	09DJ001	2011	CNMGT	10	-1,431.95	USD
	1	Voucher ID:	00010208	Y	NONLBR_EXP	9000	BARTD	09DJ001	2011	CNMGT	10	-8,568.05	USD
	6	Purchase Order:	6M8026	N	NONLBR_EXP	9000	BARTD	09DJ001	2011	CNMGT	9	10,000.00	USD
	6	Purchase Order:	6M8026	N	NONLBR_EXP	9000	BARTD	09DJ001	2012	CNMGT	12	-10,000.00	USD
	6	Purchase Order:	6M8026	N	NONLBR_EXP	9000	BARTD	09DJ001	2012	CNMGT	12	10,000.00	USD
	6	Purchase Order:	6M8026	N	NONLBR_EXP	9000	BARTD	09DJ001	2013	CNMGT	3	-10,000.00	USD
	6	Purchase Order:	6M8026	N	NONLBR_EXP	9000	BARTD	09DJ001	2013	CNMGT	3	0.00	USD
	6	Purchase Order:	6M8026	N	NONLBR_EXP	9000	BARTD	09DJ001	2013	CNMGT	3	10,000.00	USD
	10	Purchase Order:	6M8008	N	NONLBR_EXP	9000	BARTD	09DJ001	2011	CNMGT	10	1,064.43	USD
	10	Purchase Order:	6M8008	N	NONLBR_EXP	9000	BARTD	09DJ001	2012	CNMGT	12	-1,064.43	USD
	10	Purchase Order:	6M8008	N	NONLBR_EXP	9000	BARTD	09DJ001	2012	CNMGT	12	1,064.43	USD
	10	Purchase Order:	6M8008	N	NONLBR_EXP	9000	BARTD	09DJ001	2012	CNMGT	2	1,064.43	USD
	10	Purchase Order:	6M8008	N	NONLBR_EXP	9000	BARTD	09DJ001	2012	CNMGT	2	-1,064.43	USD
	10	Purchase Order:	6M8008	N	NONLBR_EXP	9000	BARTD	09DJ001	2013	CNMGT	2	-1,064.43	USD
	10	Purchase Order:	6M8008	N	NONLBR_EXP	9000	BARTD	09DJ001	2013	CNMGT	2	1,064.43	USD

OK

CREATE A REQUISITION FOR SERVICES

- In this exercise you will learn how to Create a Purchase Requisition for Non-Inventory, Non-Maintenance Services.
- **Note:** It is important to gather sufficient information regarding the materials or services being requested to allow approvers and Procurement staff to act upon the requisition, including informal quotes, estimates, and known existing contracts that may cover the materials or services being requested.

1. Define Requisition

Navigation

Click OK

The Business Unit and the Requester ID which is your Employee ID should default. Change the Requester ID if necessary.
Note: Call the Help Desk x7208 or email [IT HR Security Requests](#) if either one of the values defaults with a blank value.

Requisition Summary	
There are no lines on this request. Please add new line in order to save this requisition.	
Total Lines:	0
Total Amount (USD):	0

a. Line Defaults

1. Define Requisition

2. Add Items and Services

3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: BARTD Bay Area Rapid Transit Dist Federal Category

Requester: 056633 Cabrales,Jaime D *Currency: USD

Requisition Name: Cleaning Sevices Priority: Medium

Line Defaults

Continue

Click arrow to expand

Requisition Summary	
There are no lines on this request. Please add new line in order to save this requisition.	
Total Lines:	0
Total Amount (USD):	0

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: SF BART District Federal Category: *Currency: Priority:

Requester: Jaime D Cabrales

Requisition Name:

Click Override

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: Vendor Location:

Buyer: Category: Unit of Measure:

Shipping Defaults

Ship To: [Modify Onetime Address](#)

Due Date: Attention:

Accounting Defaults

Pct	Location	GL Unit	Account	Fund	Dept	PC Bus Unit	Project

Adding a Vendor is Optional but Preferred.

Click the Vendor Lookup

A Buyer should only be entered if you are creating a negative Requisition.

Note: Line Defaults values will apply to all of the lines. These values may be changed in the Review and Submit page line by line. The Review and Submit page override Line Defaults.

Validate the entries in the Review and Submit page in case the data did not default as expected.



2. Click Find

Vendor Search

Vendor ID:

Name:

Short Vendor Name:

Alternate Vndr Name:

City:

Country: State:

Postal Code:

Find
Reset

1. Enter part of the Vendor name

Enter search criteria to find a vendor.
[Return to Define Requisition](#)



Vendor Search

Vendor ID:

Name:

Short Vendor Name:

Alternate Vndr Name:

City:

Country: State:

Postal Code:

Vendor ID	Name	Default Location	Default Location Description	Address	City	State	
1 000000177	A-1 JANITORIAL SUPPLY	CITRUS HTS		7317 GREENBACK LANE	CITRUS HEIGHTS	CA	
2 0000001206	THE GOOD JOB BROTHERS JANITORIAL LLC	DAL-SFO		112 AMAZON AVE	SAN FRANCISCO	CA	
3 0000001803	CALIFORNIA JANITORIAL SUPPLY	SAN JOSE		437 W SAN CARLOS ST	SAN JOSE	CA	
4 0000005576	DAGUE JANITORIAL & MEDICAL SUPPLY	HAYWARD		PO BOX 6263	HAYWARD	CA	
5 0000006806	GMG JANITORIAL INC	SFO		2237 PALOU ST	SAN FRANCISCO	CA	
6 0000011305	SAC-VAL JANITORIAL SUPPLY INC	WEST SAC		890 SERVICE STREET	SAN JOSE	CA	

[Return to Define Requisition](#)

Click the Vendor ID to select



Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: SF BART District Federal Category:
Requester: Jaime D Cabrales *Currency:
Requisition Name: Priority:

Line Defaults
Default Options
 Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
 Override If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: Vendor Location:
Buyer: Category: Unit of Measure:

Shipping Defaults
Ship To: [Modify Onetime Address](#)
Due Date: Attention:

Accounting Defaults

Pct	Location	GL Unit	Account	Fund	Dept	PC Bus Unit	Pro
-----	----------	---------	---------	------	------	-------------	-----

Requisition Summary
There are no lines on this request.
Please add new line in order to save this requisition.
Total Lines: 0
Total Amount (USD): 0





Create Requisition

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By **3. Click Find.**

Categories			
Catalog	Category	Description	Find in Tree
1			

Customize | Find | First 1 of 1 Last

Browse Category Tree

1. Click arrow & change to Description

2. Enter a description of the Category. Select a category above 70000000 for a service.



Create Requisition

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By

Categories Customize | Find | | First 1 of 1 Last

	Catalog	Category	Description	Find in Tree
1	UNSPSC	76111501	BUILDING CLEANING SERVICES	

Browse Category Tree

4. Select the appropriate Category ID or Description link in the list

Requester: 056633 Jaime D Cabrales
Requisition Name: Cleaning Services
Category: [Dropdown]
***Currency:** USD
Priority: Medium

Line Defaults
Default Options
 Default
 Override

Vendor: 000001206 **Vendor Location:** DAL-SFO
Buyer: [Dropdown] **Category:** 76111501 **Unit of Measure:** LO

Shipping Defaults
Ship To: HSR NO TAX [Modify Onetime Address](#)
Due Date: 08/12/2013 **Attention:** Jaime Cabrales

Accounting Defaults

Pct	Location	GL Unit	Account	Fund	Dept	PC Bus Unit	Project
100.0	LKS	BARTD					

Requisition Summary
 There are no lines on this request.
 Please add new line in order to save this requisition.
 Total Lines: 0
 Total Amount (USD): 0

3. Enter the earliest date that the services are due.

2. Enter a (No Tax) ship to location when services are not taxable.

1. Enter Unit of Measure.

4. Enter Attention To:

Note: Use the scroll bar if necessary to view fields.

BART

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Requisition Name: Cleaning Supplies | Priority: MEDIUM

Line Defaults

Default Options

Default: If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override: If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: 0000001206 | Vendor Location: DAL-SFO

Buyer: | Category: 76111501 | Unit of Measure: LC

Shipping Defaults

Ship To: HSR NO TAX | [Modify Onetime Address](#)

Due Date: 08/12/2013 | Attention: Jaime Cabrales

Accounting Defaults

Personalize Find

Pct	Location	GL Unit	Account	Fund	Dept	PC Bus Unit	Product	Action
100	LKS	BARTD	681500		0803631			

Continue

Requisition Summary

There are no lines on this request.

Please add new line in order to save this requisition.

Total Lines: 0
Total Amount (USD): 0

Optional: Click to enter a One Time Shipping Address

Enter Account. Use Look Up & Search by Description if necessary. You can also do a partial search by entering the beginning numbers of the account.

Capital Expense Accounts begin with 69. Operating begin with 68.

To customize the display of the chartfields go to Appendix A: Customize Fields at the end of the Training Manual

BART
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Line Defaults

Default Options

Default
If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override
If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: 0000001206 Vendor Location: DAL-SFO
Buyer: Category: 76111501 Unit of Measure: LO

Shipping Defaults

Ship To: HSR NO TAX
08/12/2013 Attention: Jaime Cabrales

Accounting Defaults

Qty	Location	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activ
100.0	LKS	BARTD	681500	0030	0803631			

Continue

Requisition Summary
There are no lines on this request.
Please add new line in order to save this requisition.
Total Lines: 0
Total Amount (USD): 0

Enter 100

3. Click Continue

1. Fund Code should be 0030 for Operating and 9000 for Capital

2. The DeptID (Cost Center) should be your individual department (Cost Center) for both capital and operating transactions.

If the item(s) should be charged to a project, whether Operating or Capital, enter PC Bus Unit, Project, and Activity; otherwise leave blank

2. Add Items and Service

BART Home | Worklist | MultiChannel Console

Favorites | Main Menu > eProcurement > Create Requisition (?) Help

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

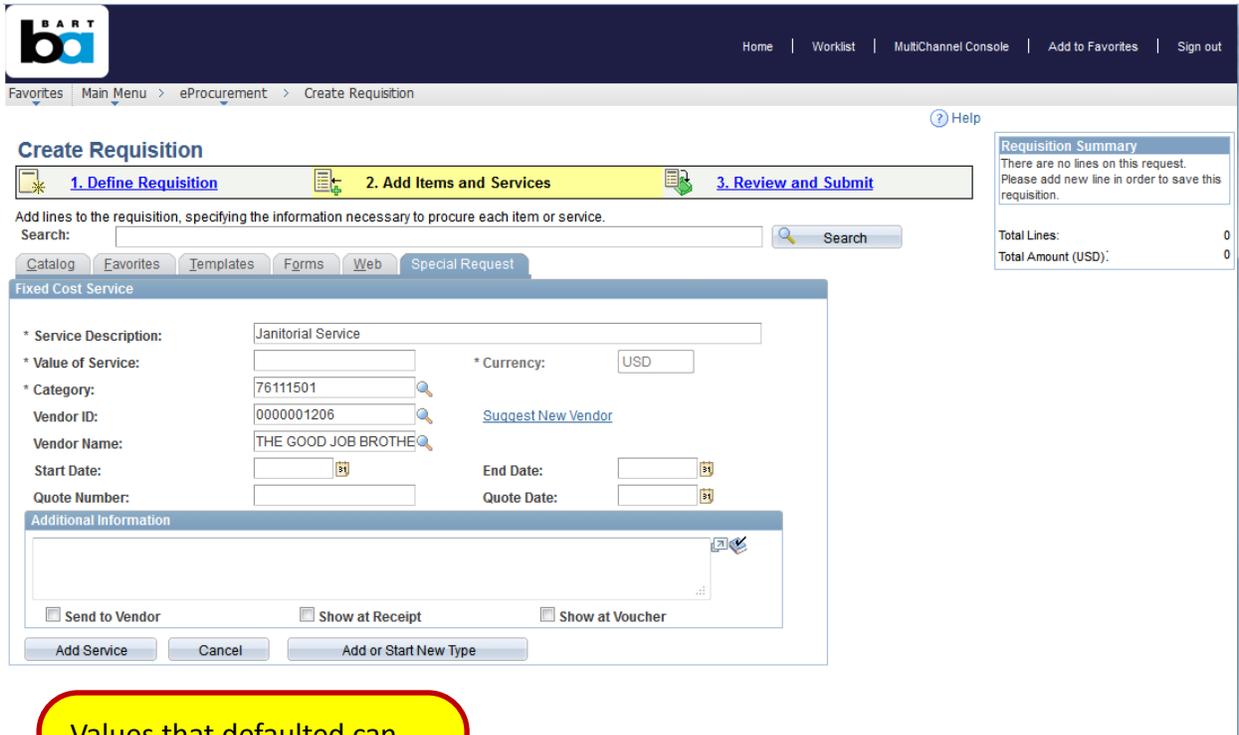
[Catalog](#) [Favorites](#) [Templates](#) [Forms](#) [Web](#) [Special Request](#)

Select a Request Type

Special Item	Request for non-inventory, non-maintenance materials (By Quantity)
Fixed Cost Service	Request for services or to process goods like a service (Amount only). Select this option for Procurement Services, Professional Services, Construction (when material is included with the service), and other services.

[Review and Submit](#)

Click on the Fixed Cost Service link



1. Define Requisition | **2. Add Items and Services** | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Forms | Web | Special Request

Fixed Cost Service

* Service Description: Janitorial Service

* Value of Service: * Currency: USD

* Category: 76111501

Vendor ID: 0000001206 [Suggest New Vendor](#)

Vendor Name: THE GOOD JOB BROTHE

Start Date: End Date:

Quote Number: Quote Date:

Additional Information

Send to Vendor Show at Receipt Show at Voucher

Requisition Summary
There are no lines on this request.
Please add new line in order to save this requisition.

Total Lines: 0
Total Amount (USD): 0

Values that defaulted can be overridden.

Note: Services have a value over 7000000. If you are processing goods as a service and the matching category code has a value under 70000000 then you must select the next closest code within correct range.

The Category Code will blank out when it is not within the correct range. You should receive a warning message. If you do NOT receive a warning message your browser settings need to be adjusted. Please contact Olivia Rocha for help with your browser at x6672

1. Define Requisition | **2. Add Items and Services** | **3. Review and Submit**

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Fixed Cost Service

* Service Description: * Currency:

* Value of Service:

* Category:

Vendor ID:

Vendor Name:

Start Date: End Date:

Quote Number: Date:

Additional Information

Main Building

Send to Vendor
 Show at Receipt
 at Voucher

1. Enter description of service. Include the PO # in the description if the requisition should be processed into an existing PO.

3. Enter appropriate values for dates & quote number

2. Enter the lump sum value.

6. Click Add Service

5. **Send to Vendor** - Checking this box makes the **Additional Information** text visible on the printed requisition and purchase order

Note: Make sure you include non-merchandise information in comments with the amount. This amount should not be included in the lump sum.
 For example:
 Environmental Fees: \$50
 Total requisition will be \$10000; however, the Buyer will add the environmental fees in a special field and the total of the PO will be \$10050.

3. Click Review and Submit after all lines are entered.

1. To add another line for service, complete the fields as shown on previous page. Repeat until all service lines are entered.

2. To add another line for goods click on Add Items and Service. You will need to select Special Item and follow the directions in the "Create a requisition for Goods".

Notice the Summary page is updated.

Requisition Summary		
Description	Qty	UOM
Janitorial Service	1	EA
Total Lines:		1
Total Amount (USD):		10,000.00

Caution: If your Summary page is not showing or updated correctly you will need to Delete Temporary Internet Files and begin the Requisition again.

3. Review and Submit

1. Click the arrow  to expand to view the line details.

Note: Line Details override values entered in Line Defaults

Verify the Ship to Location. Change the code if it did not default properly. Most services are non-taxable. Use a "No Tax" code for a non-taxable service.

Changes made to the line details are applicable only to the line that you are on.

The screenshot shows the BART eProcurement interface for creating a requisition. The main table displays a single line item:

Description	Vendor Name	Quantity	UOM	Price	Total
Janitorial Service	THE GOOD JOB BROTHERS JANITORIAL LLC	1.0000	Lot	10,000.00000	10,000.00

Below the table, the 'Details' tab is active, showing fields for Due Date (06/30/2014), Ship To (LKS(NO-TAX)), and other requisition parameters. A 'Line Details' icon is visible next to the total amount.

On the right, a 'Requisition Summary' panel shows:

Description	Qty	UOM
Janitorial Service	1	LO

Summary statistics: Total Lines: 1, Total Amount (USD): 10,000.00.

Validate the chartfields (account, fund, department, project, activity).
 If you have not customized the display of the chartfields then click on the Chartfields2 and Chartfields 3 tabs to view the values.

To customize the display of your chartfields follow the directions in Appendix A Customize Fields.

Click on the Line Details icon to add the Contract to the line.
 Note: You will need to do this for each line.

BART Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition Help

Create Requisition

Line Details

Line: 1 [Janitorial Service](#) Line Status: Pending

Item Details

Merchandise Amt: 10,000.00 USD
 Category: 76111501 [View Hierarchy](#)

ING CLEANING SERVICES
 02 [Buyer Information](#)
 001206 THE GOOD JOB BROTHERS [Suggest New Vendor](#)
 SF0 JANITORIAL LLC

UPN ID:

Manufacturer's Item ID:
 Physical Nature: Services
 Where Performed: Ship To Location

RFQ Required Zero Price Indicator
 Device Tracking Amount Only
[Configuration Info](#) Inspection Required

Contract
 Sourcing Controls

OK Cancel

Do not change value even if you are processing goods under service.

The checkbox defaults when the item is added under Fixed Cost Service. Leave box checked.

Click on arrow  to enter a Contract ID



Create Requisition

Line Details

Line: 1 [Janitorial Service](#)

Line Status: Pending

Item Details

Merchandise Amt:	10,000.00	USD	
Category:	76111501	View Hierarchy	
Description:	BUILDING CLEANING SERVICES		
Buyer:	<input type="text" value="055702"/>	Buyer Information	
Vendor:	<input type="text" value="0000001206"/>	THE GOOD JOB BROTHERS JANITORIAL LLC	Suggest New Vendor
Vendor Location:	<input type="text" value="DAL-SFO"/>		
Vendor's Catalog:	<input type="text"/>		
Vendor Item ID:	<input type="text"/>		
Manufacturer ID:	<input type="text"/>	UPN ID:	
Manufacturer:			
Manufacturer's Item ID:	<input type="text"/>		
Physical Nature	<input type="text" value="Services"/>		
Where Performed	<input type="text" value="Ship To Location"/>		
<input type="checkbox"/> RFQ Required	<input type="checkbox"/> Zero Price Indicator	<input checked="" type="checkbox"/> Amount Only	<input type="checkbox"/> Inspection Required
<input type="checkbox"/> Device Tracking			
Configuration Info			

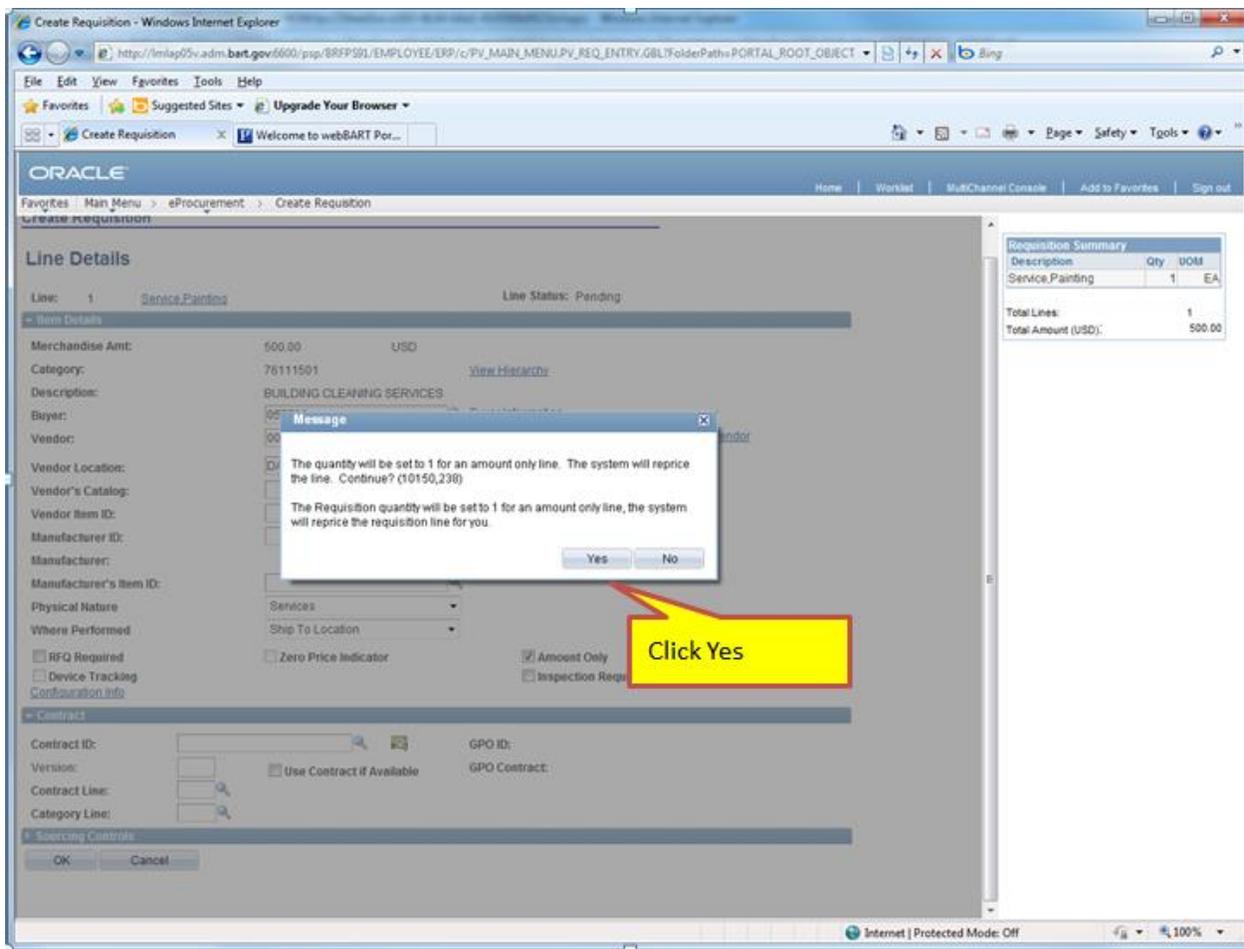
Contract

Contract ID:	<input type="text"/>	GPO ID:	
Version:	<input type="text"/>	<input checked="" type="checkbox"/> Use Contract if Available	GPO Contract:
Contract Line:	<input type="text"/>		
Category Line:	<input type="text"/>		

Sourcing Controls

Click OK

Select the appropriate Contract. You can use the lookup . Contact the Contract Administrator if your contract is unavailable for selection.



You may not receive this warning message. Click Yes if you do.

BART Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Status: Active *Ship To: pHSR [Modify Onetime Address](#)
 Attention To: Jaime Cabrales [Add Shipto Comments](#)

*Distribute By: Amt SpeedChart: *Liquidate by: Amt

Line	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open	LKS	1.0000	100.0000	10,000.00	BARTD

Select All / Deselect All Total Amount: 10,000.00

[Add to Favorites](#) [Add to Template\(s\)](#) [Modify Line / Shipping / Accounting](#)

Comments

Send to Vendor Show at Receipt Shown at Voucher Approval Justification

[Check Budget](#)

[Save & submit](#) [Save & preview approvals](#) [Cancel requisition](#) [Find more items](#)

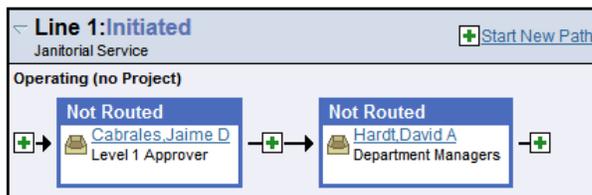
Click Save & Preview Approvals



Confirmation

Requested For:	Cabrales,Jaime D	Number of Lines:	1
Requisition Name:	Cleaning Sevices	Total Amount:	10,000.00 USD
Requisition ID:	0000006647		
Business Unit:	BARTD		
Status:	Open		
Priority:	Medium		
Budget Status:	Not Checked		

Operating



[Submit](#) [Edit Requisition](#) [Apply Approval Changes](#) [Check Budget](#)

[View printable version](#) [Manage Requisitions](#) [Create New Requisition](#)



4. Adding Attachments

Edit Requisition

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Bay Area Rapid Transit Dist

Requester: Cabrales,Jaime D *Currency:

Requisition Name: Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Janitorial Service	THE GOOD JOB BROTHERS JANITORIAL LLC	<input type="text" value="1.0000"/>	Each	<input type="text" value="10,000.00000"/>	10,000.00

[Select All / Deselect All](#) Total Amount: 10,000.00

Comments

[Send to Vendor](#) [Show at Receipt](#) [Shown at Voucher](#) [Approval Justification](#) [More](#)

[Find more items](#) [Add Request](#)

All requisitions are required to have at least one attachment. Click the Comments icon  under Line 1 to add all of the attachments for the requisitions.

Note: Your file name should not be longer than 60 characters.



Line Comments

Business Unit: BARTD Requisition Date: 08/12/2013
Requisition ID: 0000006647 Status: Open Line: 1

Comments Find First 1 of 1 Last

[Use Standard Comments](#) Entered On: 08/12/2013 9:28:18AM

1 << **Quote Number:2011-122A **Quote Date:2013-08-25 **Start Date:2013-09-02 **User Comments: Main Building >>

Send to Vendor Show at Receipt Show at Voucher

Add Attachments

Click Add Attachments

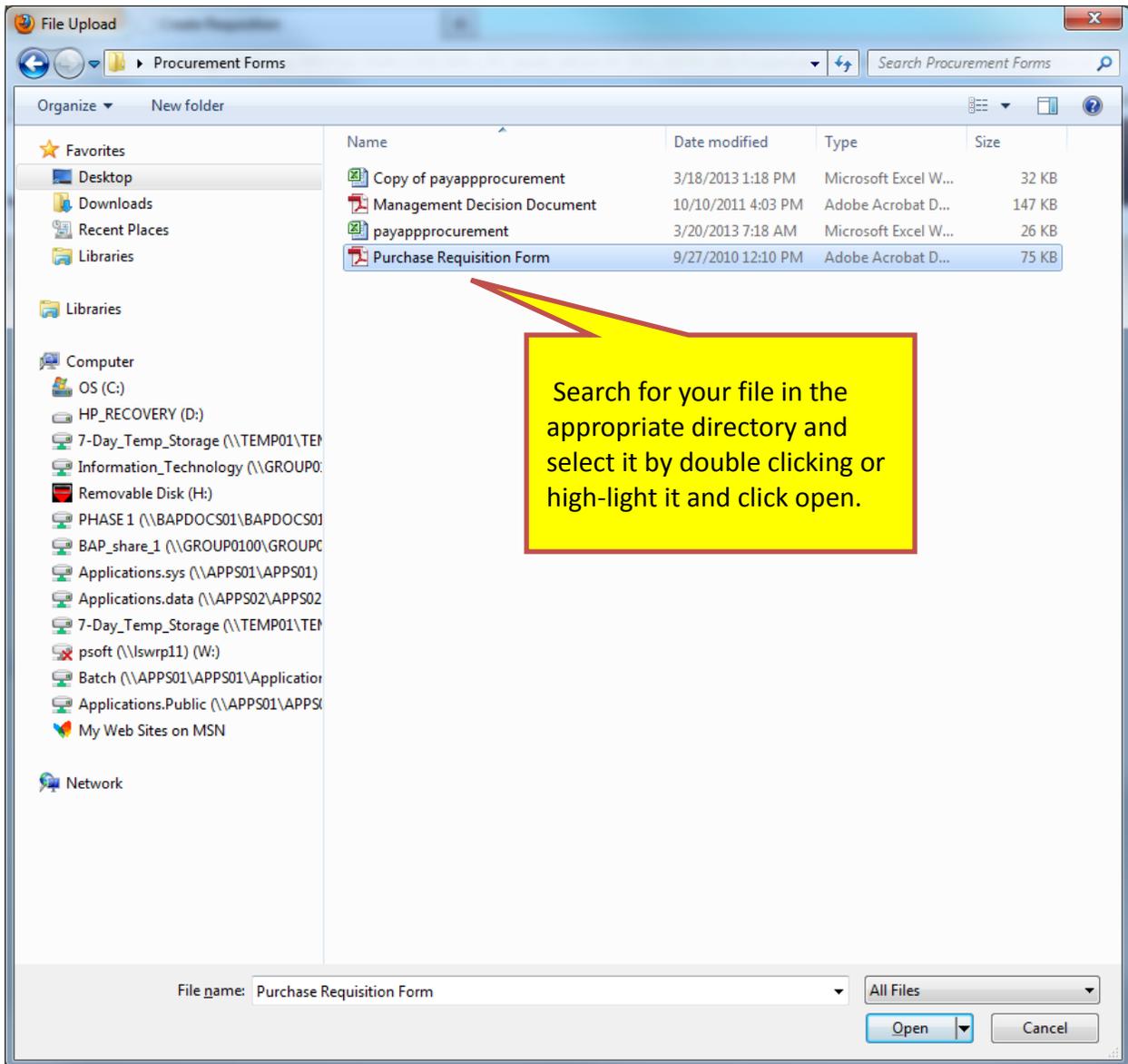
OK Cancel

File Attachment ? Help

Browse...

Upload **Cancel**

Click Browse



File Attachment

? Help

C:\Purchase Requisition Worksheet Req3773 Oracle.docx

Browse...

Upload Cancel

Click Upload button to attach the file to the requisition.



Line Comments

Business Unit: BARTD Requisition Date: 08/12/2013
Requisition ID: 0000006647 Status: Open Line: 1

Comments Find First 1 of 1 Last

[Use Standard Comments](#) Entered On: 08/12/2013 9:28:18AM

1 << **Quote Number:2011-122A **Quote Date:2013-08-25 **Start Date:2013-09-02 **User Comments: Main Building >>

Send to Vendor Show at Receipt Show at Voucher

Add Attachments

▼ Attachments

Attached File	User/Date Time	View	Send to Vendor
1 Purchase_Requisition_Worksp... 9773_Oracle.pdf	SJONES2013-08-12-10.03.45.661	View	<input type="checkbox"/>

OK Cancel

Click OK.

To add more attachments click Add Attachments.

Note: For change orders you only need to attached the conformed copy of the change order.

Edit Requisition

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Bay Area Rapid Transit Dist
 Requester: Cabrales,Jaime D *Currency:
 Requisition Name: Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Janitorial Service	THE GOOD JOB BROTHERS JANITORIAL LLC	1.0000	Each	10,000.00000	10,000.00
Total Amount:						10,000.00 USD

Select All / Deselect All

Send to Vendor
 Show at Receipt
 Shown at Voucher
 Approval Justification

[Find more items](#)

Click to Save & Submit to route the requisition for approval.

Save & Preview Approvals will save your work. It will not be routed for approval.

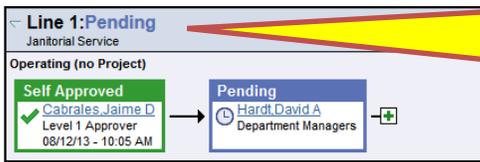


Confirmation

Requested For: Cabrales, Jaime D Number of Lines: 1
Requisition Name: Cleaning Sevices Total Amount: 10,000.00 USD
Requisition ID: 000006647
Business Unit: BARTD
Status: Pending
Priority: Medium
Budget Status: Not Checked

The requisition has been routed for approval when the status is pending.

Operating



Line	Item Description	Change Request	Line Re-Approval
1	Janitorial Service		Routed for Approval

Submit Edit Requisition Apply Approval Changes Check Budget

[View printable version](#) [Manage Requisitions](#) [Create New Requisition](#)

CREATE A REQUISITION FOR GOODS

- In this exercise you will learn how to Create a Purchase Requisition for Non-Inventory, Non-Maintenance Goods.
- **Note:** It is important to gather sufficient information regarding the materials or services being requested to allow approvers and Procurement staff to act upon the requisition, including informal quotes, estimates, and known existing contracts that may cover the materials or services being requested.

1. Define Requisition



Click OK

The Business Unit and the Requester ID which is your Employee ID should default. Change the Requester ID if necessary.

Note: Call the Help Desk x7208 or email [IT HR Security Requests](#) if either one of the values defaults with a blank value.

javascript:ptCommonObj.updatePrompt(document.win0,'#ICRow0');

a. Line Defaults

1. Define Requisition | **2. Add Items and Services** | **3. Review and Submit**

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: Bay Area Rapid Transit Dist Federal Category:
 Requester: Cabrales,Jaime D *Currency:
 Requisition Name: Priority:

Line Defaults

Requisition Summary
 There are no lines on this request. Please add new line in order to save this requisition.
 Total Lines: 0
 Total Amount (USD): 0

Click arrow to expand

Enter a description for your requisition. This field is used to help you search for your requisition.

1. Define Requisition | **2. Add Items and Services** | **3. Review and Submit**

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: SF BART District Federal Category:
 Requester: Jaime D Cabrales *Currency:
 Requisition Name: Priority:

Line Defaults

Default Options
 Default **Override**
 If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: Vendor Location: Unit of Measure:
 Buyer: Category:

Shipping Defaults
 Ship To: [Modify Onetime Address](#)
 Due Date: Attention:

Accounting Defaults
 Chartfields1 | Chartfields2 | Chartfields3 | Details | Asset Information

Requisition Summary
 There are no lines on this request. Please add new line in order to save this requisition.
 Total Lines: 0
 Total Amount (USD): 0

Click Override

Adding a Vendor is Optional but Preferred. Click the Vendor Lookup

Note: Line Defaults values will apply to all of the lines. These values may be changed in the Review and Submit page line by line. The Review and Submit page override Line Defaults.

Validate the entries in the Review and Submit page in case the data did not default as expected.

BART
ba

Home | Worklist | MultiChannel Console | Add

Favorites | Main Menu > eProcurement > Create Requisition

Vendor Search

Vendor ID:

Name:

Short Vendor Name:

Alternate Vndr Name:

City:

Country:  State:

Postal Code:

1. Enter part of the Vendor Name

2. Click Find

Requisition
There are no
Please add ne
requisition.

Total Lines:
Total Amount (

i Enter search criteria to find a vendor.
[Return to Define Requisition](#)



Vendor Search

Vendor ID:

Name:

Short Vendor Name:

Alternate Vndr Name:

City:

Country: State:

Postal Code:

Requis
There a
Please
requisit

Total Lin
Total An

Vendor ID	Name	Default Location	Default Location Description	Address	City	State	
1 0000000271	ACME ELEVATOR PARTS INC	CIC-CHI		2335 S INDIANA AVE	CHICAGO	IL	
2 0000000911	APPLIANCE PARTS DISTRIBUTOR	SAN-PAL		870 SAN ANTONIO RD	PALO ALTO	CA	
3 0000001408	BEST AUTO PARTS INC	OAKLAND		1470 HIGH ST	OAKLAND	CA	
4 0000001692	BUSS AUTOMOTIVE PARTS	SAN LNDRO		890 MARINA BLVD	SAN LEANDRO	CA	
5 0000002510	COMPRESSOR PARTS CO	BUE-HAY		28301 INDUSTRIAL BLVD STE E	HAYWARD	CA	
6 0000002588	CONSOLIDATED PARTS INC	SAN JOSE		2040 JUNCTION AVE	SAN JOSE	CA	
7 0000005856	GE PARTS SERVICE CENTER	WOOD DALE		PARTS SERVICE CENTER	WOOD DALE	IL	
8 0000005863	GE TRANSPORTATION PARTS LLC	PITTSBURGH		PO BOX 640343	PITTSBURGH	PA	
9 0000006663	GENERAL AUTO PARTS	OAKLAND		4425 INTERNATIONAL BLVD	OAKLAND	CA	
10 0000007360	THE PARTS HOUSE	GAL-GAL		343 S KELLOGG ST	GALESBURG	IL	

[Return to Define Requisition](#)

Click the Vendor ID to select



1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: SF BART District Federal Category:
Requester: Jaime D Cabrales *Currency:
Requisition Name: Priority:

Line Defaults
Default Options
 Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
 Override If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: Vendor Location:
Buyer: Category: Unit of Measure:

Shipping Defaults
Ship To: [Modify Onetime Address](#)
Due Date: Attention:

Accounting Defaults
Chartfields1 | Chartfields2 | Chartfields3 | Details | Asset Information | Personalize | Find | First | 1 of 1

Pct	Location	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Action
-----	----------	---------	---------	------	------	-------------	---------	--------

Requisition Summary
There are no lines on this request.
Please add new line in order to save this requisition.
Total Lines: 0
Total Amount (USD): 0



1. Click arrow & change to Description

2. Enter a description of the Category.

3. Click find

4. Select a Category ID under 70000000 for goods.

Look Up Category

Note: You may either Search or Browse to pick up the appropriate category for your material request.

Search Categories

Search By: Description | material%vehide | Find

Catalog	Category	Description	Find in Tree
1 UNSPSC	25101600	PRODUCT AND MATERIAL TRANSPORT VEHICLES	

Browse Category Tree

Return

BART Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: SF BART District Federal Category:

Requester: Jaime D Cabrales

Requisition Name:

Line Defaults

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: Vendor Location:

Buyer: Category: Unit of Measure:

Shipping Defaults

Ship To: [Modify Onetime Address](#)

Due Date: Attention:

Accounting Defaults

Chartfields1 | Chartfields2 | Chartfields | Details | Asset Information | Personalize | Find | First | 1 of 1

1. Enter Unit of Measure.

3. Enter Attention To:

2. Enter a taxable Ship to Location. The requisition will not contain sales tax; however, the Purchase Order will add the tax based on the sales tax applicability of the ship to location.

BART Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Line Defaults

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: Vendor Location:

Buyer: Category: Unit of Measure:

Shipping Defaults

Ship To: [Modify Onetime Address](#)

Due Date: Attention:

Accounting Defaults

Chartfields1 | Chartfields2 | Chartfields | Details | Asset Information | Personalize | Find | First | 1 of 1

GL Unit	Account	Fund	PC Bus Unit	Project	Activity
<input type="text" value="BARTD"/>	<input type="text"/>				

Optional: Click to enter a One Time Shipping Address

2. Enter Account. Use Lookup & Search by Description if necessary

1. Enter the earliest date that the materials are due.

To customize the display of the chartfields go to Appendix A: Customize Fields at the end of the Training Manual

BART

Favorites | Main Menu > eProcurement > Create Requisition

requisition name: Parts

Line Defaults

Default Options

Default If you select this option, the defaults specified below will be applied to values for these fields.

Override If you select this option, the defaults specified below will override any values for these fields.

Vendor: 0000001408 Vendor Location: OAKLAND

Buyer: Buyer Category: 25101600

Shipping Defaults

Ship To: LKS Due Date: 09/02/2013 Attention: Jaime Cabrales

Accounting Defaults

Pct	Location	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Acti
100.0	LKS	BARTD		0030	0803631			

Callout Boxes:

- Note: Use the scroll if necessary to view fields.
- Note: Line Defaults can be left blank. The values apply to all of the lines. The line details in the Review and Submit page override the values in Line Defaults.
- Enter 100
- 1. Fund Code should be 0030 for Operating and 9000 for Capital
- 2. The DeptID (Cost Center) should be your individual department (Cost Center) for both capital and operating transactions.

Line Defaults

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: 0000001408 Vendor Location: OAKLAND

Buyer: Category: 25101600 Unit of Measure:

Shipping Defaults

Ship To: LKS [Modify Onetime Address](#)

Due Date: 09/02/2013 Attention: Jaime Cabrales

Accounting Defaults

GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity
BARTD		0030	0803631			

Continue

Requisition Summary
There are no lines on this request.
Please add new line in order to save this requisition.
Total Lines: 0
Total Amount (USD): 0

4. Click Continue

1. Enter BARTD for a BART project or CCJPA for a Capital Corridor Project

2. Enter Project

3. Enter Activity

If the item(s) should be charged to a project, whether Operating or Capital, enter PC Bus Unit, Project, and Activity; otherwise leave blank and click continue.

2. Add Items and Services

BART Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition ? Help

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Forms | Web | **Special Request**

Select a Request Type

- [Special Item](#) Request for non-inventory, non-maintenance materials (By Quantity)
- [Fixed Cost Service](#) Request for services or to process goods like a service (Amount only). Select this option for Procurement Services, Professional Services, Construction (when material is included with the service), and other services.

[Review and Submit](#)

Click on the Special Item link to add materials or goods.

Requisition Summary
There are no lines on this request. Please add new line in order to save this requisition.

Total Lines: 0
Total Amount (USD): 0

Note: Choosing Special item sets the order to be distributed by quantity. This means that when Invoices are processed the system calculates the quantity. When the total number of invoice quantity matches the PO quantity the order is completely fulfilled regardless of the price or money paid.

Example 1: You set up req for qty 1 at \$9,000 price. The first Invoice received is qty 1 at \$5000 price. The quantity is fulfilled so the PO closes. If a second invoice is received for qty 1 at \$4000 it cannot be paid against this req / PO. How do you avoid this situation?

1. Find out from the Vendor how they will invoice.
2. Select Fixed Cost Service and follow the Create Requisition for Service Instructions.
Note: Services are received via voucher approval. This is not the appropriate choice if you need the warehouse to receive products or you want the system to track receiving quantity.

Note: If need to add more than one item to the requisition and one line is for goods and the other is for service then add the service line first.

Category will blank out if the value is not in the correct range. Special Item lines must have a code that is under 7000000.

Any values that have defaulted can be overridden.

The Category Code will blank out when it is not within the correct range. You should receive a warning message. If you do NOT receive a warning message your browser settings need to be adjusted. Please contact Olivia Rocha for help with your browser at x6672.

The screenshot shows the 'Create Requisition' form in the BART eProcurement system. The form is divided into several sections: 'Special Item', 'Additional Information', and 'Request New Item'. The 'Special Item' section contains fields for Item Description, Price, Quantity, Category, Vendor ID, Vendor Name, Vendor Item ID, Mfg ID, and Manufacturer. The 'Additional Information' section includes a text area for 'Comments to be seen by Vendor' and checkboxes for 'Send to Vendor', 'Show at Receipt', and 'Show at Voucher'. The 'Request New Item' section has a checkbox for 'Request New Item'. A search bar and navigation tabs are also visible at the top.

1. Enter description of materials. Include the PO # in the description if the requisition should be processed into an existing PO.

2. Enter appropriate price, quantity and Unit of measure

3. Enter the earliest possible due date.

5. Click Add Item

4. Do not include non-taxable, non-merchandise charges such as freight, environmental fees, handling fees, etc. in the unit price. Include these charges in the comments.

Note: **Send to Vendor** - Checking this box makes the **Additional Information** text visible on the printed requisition.

3. Click Review and Submit after all lines are entered.

1. Define Requisition | **2. Add Items and Services** | **3. Review and Submit**

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Forms | Web | **Special Request**

Special Item

*Item Description:

*Price: *Currency:

*Quantity:

*Category: *Unit of Measure:

Vendor ID: Due Date:

Vendor Name: [Suggest New Vendor](#)

Vendor Item ID:

Mfg ID:

Manufacturer:

Mfg Item ID:

Additional information

Send to Vendor Show at Receipt Show at Voucher

Requisition Summary

Description	Qty	UOM
Cadillidic Converter	3	EA

Total Lines: 1
Total Amount (USD): 600.00

Notice the Requisition Summary has been updated

2. To add another line for service click on Add or Start New Type. You will need to select Fixed Cost Service and follow the directions in the "Create a requisition for Services".

1. To add another line for goods complete the fields and click Add Item again. Repeat until 30 lines are entered. Do NOT exceed 30 lines on a Requisition. Create a new requisition for the remaining items.

BART Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Bay Area Rapid Transit Dist
 Requester: Cabrales,Jaime D *Currency:
 Requisition Name: Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Cadillidic Converter	BEST AUTO PARTS INC	3.0000	Each	200.00000	600.00

Select All / Deselect All Total Amount: 600.00 USD

Buttons: Add to Favorites, Add to Template(s), Modify Line / Shipping / Accounting, Delete

Comment:

Send to Vendor Show at Receipt Shown at Voucher Approval Justification

Buttons: Check Budget, Save & submit, Review approvals, Cancel requisition, Find more items, Add Reques

Requisition Summary		
Description	Qty	UOM
Cadillidic Converter	3	EA
Total Lines:		1
Total Amount (USD):		600.00

Click the arrow  to expand to view the line details.

Note: Line Details override values entered in Line Defaults

The screenshot shows the BART eProcurement interface. At the top, there is a navigation bar with 'Home | Worklist | MultiChannel Console | Add to Favorites | Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > eProcurement > Create Requisition'. The main heading is 'Requisition' with a sub-heading '2. Add Items and Services' and '3. Review and Submit'. A summary box on the right shows 'Requisition Summary' with 'Description: Cadillic Converter', 'Qty: 3', 'UOM: EA', 'Total Lines: 1', and 'Total Amount (USD): 600.00'. The main table lists the item 'Cadillic Converter' from 'BEST AUTO PARTS INC' with a quantity of 3.0000, UOM of 'Each', and a price of 200.00000, totaling 600.00. Below the table, there are fields for 'Due Date: 09/02/2013', 'Quantity: 3.0000', 'Price: 200.00000', and '*Ship To: HSR'. A yellow callout box points to the 'Ship To' field with the text: 'Note: Validate that the Ship to Location changed. This is the detail page that will be turned into a PO.' Another yellow callout box points to a 'Line Details' icon with the text: 'Click Line Details icon to add a Contract'. The bottom of the page shows a 'SpeedChart' and '*Liquidate by' field.

Note: Validate that the Ship to Location changed. This is the detail page that will be turned into a PO.

The value displayed or changed on this page override any values provided in the Line Defaults.



Create Requisition

Line Details

Line: 1 Cadillidic Converter

Line Status: Pending

Item Details

Merchandise Amt:	600.00	USD	
Category:	25101600	View Hierarchy	
Description:	PRODUCT AND MATERIAL TRANSPORT VEHICLES		
Buyer:	<input type="text" value="029232"/>	Buyer Information	
Vendor:	<input type="text" value="0000001408"/>	BEST AUTO PARTS INC	Suggest New Vendor
Vendor Location:	<input type="text" value="OAKLAND"/>		
Vendor's Catalog:	<input type="text"/>		
Vendor Item ID:	<input type="text"/>		
Manufacturer ID:	<input type="text"/>	UPN ID:	
Manufacturer:	<input type="text"/>		
Manufacturer's Item ID:	<input type="text"/>		
Physical Nature	<input type="text" value="Goods"/>		
<input type="checkbox"/> RFQ Required	<input type="checkbox"/> Zero Price Indicator	<input type="checkbox"/> Amount Only	
<input type="checkbox"/> Device Tracking		<input type="checkbox"/> Inspection Required	
Configuration Info			

Contract

Sourcing Controls

Click on arrow  to enter a Contract ID



Create Requisition

Line Details

Line: 1 [Cadillidic Converter](#)

Line Status: Pending

Item Details

Merchandise Amt:	600.00	USD	
Category:	25101600	View Hierarchy	
Description:	PRODUCT AND MATERIAL TRANSPORT VEHICLES		
Buyer:	<input type="text" value="029232"/>	Buyer Information	
Vendor:	<input type="text" value="0000001408"/>	BEST AUTO PARTS INC	Suggest New Vendor
Vendor Location:	<input type="text" value="OAKLAND"/>		
Vendor's Catalog:	<input type="text"/>		
Vendor Item ID:	<input type="text"/>		
Manufacturer ID:	<input type="text"/>	UPN ID:	
Manufacturer:			
Manufacturer's Item ID:	<input type="text"/>		
Physical Nature	<input type="text" value="Goods"/>		
<input type="checkbox"/> RFQ Required	<input type="checkbox"/> Zero Price Indicator	<input type="checkbox"/> Amount Only	
<input type="checkbox"/> Device Tracking		<input type="checkbox"/> Inspection Required	
Configuration Info			

Contract

Contract ID:	<input type="text"/>	GPO ID:	
Version:	<input type="text"/>	<input checked="" type="checkbox"/> Use Contract if Available	GPO Contract:
Contract Line:	<input type="text"/>		
Category Line:	<input type="text"/>		

Sourcing Controls

Click OK

Select the appropriate Contract. Contact the Contract Administrator if your contract is unavailable for selection.

BART Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Attention To: Jaime Cabrales [Add Shipto Comments](#)

*Distribute By: Qty SpeedChart: *Liquidate by Amt

Line	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open	LKS	3.0000	100.0000	600.00	BARTD

Select All / Deselect All Total Amount:

Comments

Send to Vendor Show at Receipt Shown at Voucher Approval Justification

[Find more items](#)

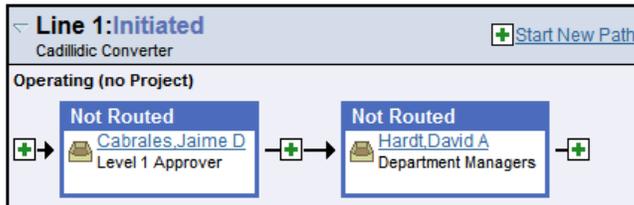
Select Save & Preview approvals.



Confirmation

Requested For:	Cabrales,Jaime D	Number of Lines:	1
Requisition Name:	Parts	Total Amount:	600.00 USD
Requisition ID:	0000006648		
Business Unit:	BARTD		
Status:	Open		
Priority:	Medium		
Budget Status:	Not Checked		

Operating



[Submit](#) [Edit Requisition](#) [Apply Approval Changes](#) [Check Budget](#)

[View printable version](#) [Manage Requisitions](#) [Create New Requisition](#)

Edit Requisition to attach documents.

3. Add Attachments

Navigation: Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Breadcrumbs: Favorites | Main Menu > eProcurement > Create Requisition

Steps: 1. Requisition | 2. Add Items and Services | 3. Review and Submit

Business Unit: BARTD SF BART District
Requisition ID: 056633
Requester: Jaime D Cabrales
Currency: USD
Priority: Medium

Item	Vendor Name	Quantity	UOM	Price	Total
Cadillidic Converter	BEST AUTO PARTS INC	3.0000	Each	200.00000	600.00

Options: Override Suggested Vendor

Line 1: Due Date: 09/02/2013, Quantity: 3.0000, Price: 200.00000

Ship To: LKS, Ship To: Jaime Cabrales

SpeedChart: [Search], *Liquidate by: [Search]

Buttons: Personalize | Find | View All | First

Requisition Summary:

Description	Qty	UOM
Cadillidic Converter	3	EA
Total Lines:	1	
Total Amount (USD):	600.00	

All requisitions are required to have at least one attachment. Click the Comments icon under Line 1 to add all of the attachments for the requisitions.

Navigation: Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Breadcrumbs: Favorites | Main Menu > eProcurement > Create Requisition

Help

Line Comments

Business Unit: BARTD Requisition Date: 08/12/2013
Requisition ID: NEXT Status: Pending Line: 1

Comments

Use Standard Comments Entered On: 08/12/2013 10:59:00AM

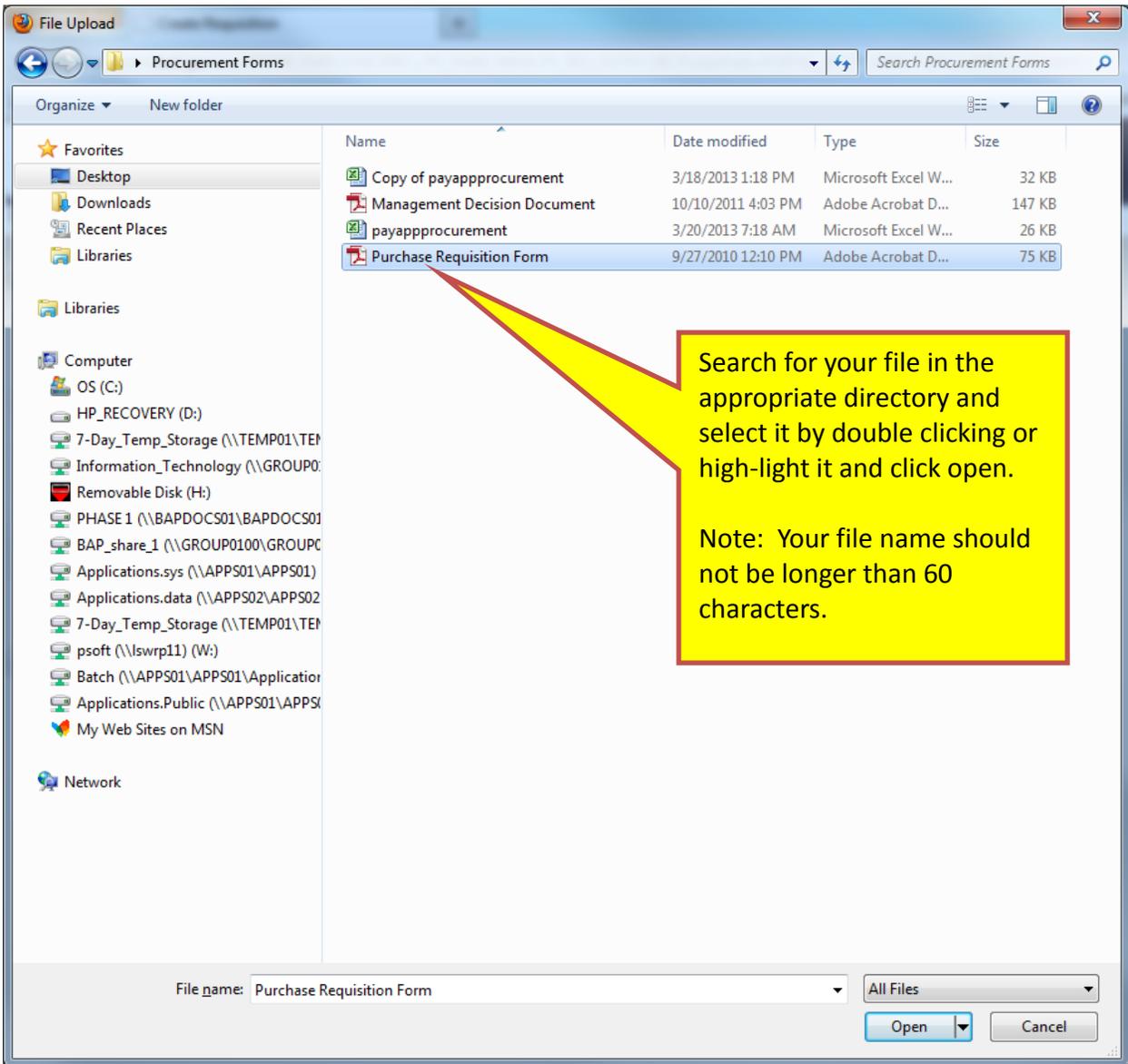
1 << Comments to be seen by Vendor >>

Send to Vendor Show at Receipt Show at Voucher

Add Attachments

Buttons: OK Cancel

Click Add Attachments



File Attachment

? Help

C:\Purchase Requisition Worksheet Req3773 Oracle.doc>

Click Upload button to attach the file to the requisition.

Line Comments

Business Unit: BARTD Requisition Date: 08/12/2013
Requisition ID: NEXT Status: Pending Line: 1

Comments Entered On: 08/12/2013 10:59:00AM

1 << Comments to be seen by Vendor >>

Send to Vendor Show at Receipt Show at Voucher

Attached File	User/Date Time	View	Send to Vendor
1 Purchase_Requisition_Worksheet_Req_3773_Oracle.pdf	SJONES2013-08-12-11.17.01.510	<input type="button" value="View"/>	<input type="checkbox"/>

Requisition Summary

Description	Qty	UOM
Cadillidic Converter	3	EA

Total Lines: 1
Total Amount (USD): 600.00

Comments are required when attaching documents

Click OK

Click View to review attachment

Check the box if the attachment needs to be included with documents going to the Vendor.



Edit Requisition

- 1. Define Requisition
- 2. Add Items and Services
- 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Bay Area Rapid Transit Dist
Requester: Cabrales,Jaime D *Currency:
Requisition Name: Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Cadillidic Converter	BEST AUTO PARTS INC	3.0000	Each	200.00000	600.00
Total Amount:						600.00 USD

Comments

Send to Vendor Show at Receipt Shown at Voucher Approval Justification [More Comments](#)

- Check Budget
- Save & submit
- Save & preview approvals
- Cancel Changes
- Find more items
- Add Request Document

Click to Save & Submit to route Requisition for Approvals.

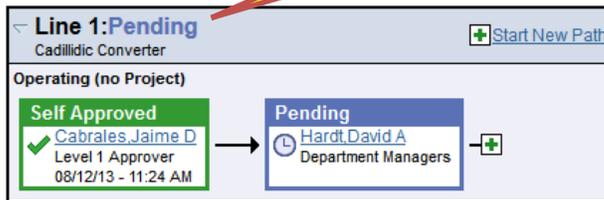
Click Save & Preview Approvals to save without routing to approvers.

Confirmation

Requested For:	Cabralles,Jaime D	1
Requisition Name:	Parts	600.00 USD
Requisition ID:	0000006648	
Business Unit:	BARTD	
Status:	Pending	
Priority:	Medium	
Budget Status:	Not Checked	

The requisition has been routed for approval when the status is pending. It is saved and waiting for you to submit if the status is initiated.

Operating



Line	Item Description	Change Request	Line Re-Approval
1	Cadillidic Converter		Routed for Approval

[Submit](#) [Edit Requisition](#) [Apply Approval Changes](#) [Check Budget](#)

[View printable version](#)[Manage Requisitions](#)[Create New Requisition](#)

Print a Requisition

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BARTD Requisition Name: Request Status: All but Complete Budget Status: Date From: Date To: 08/12/2013 Requester: 057402 Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000006592	TAG CR SFB 79HM FY14	BARTD	07/11/2013	Pending	Not Chk'd	15,367.00 USD	<Select Action>	Go
0000006342	Caltrans Coop 4-2115-A2...	BARTD	06/18/2013	PO(s) Dispatched	Valid	1,174,000.00 USD	<Select Action>	Go
0000006329	15PN-110 CO #48 ESP	BARTD	06/17/2013	PO(s) Dispatched	Valid	-219,474.00 USD	<Select Action>	Go
0000006224	BKF 6M035 ESP WP 8 15PM/PR	BARTD	05/28/2013	PO(s) Dispatched	Valid	119,029.00 USD	View Printable Version	Go

Requester: Blackwood,Vicki Entered: Pre-Encumbrance Balance:

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor	
1	BKF 6M6035 ESP WP 8 15PM/PR	PO Dispatched	119,029.00000 USD	1.0000	LS	BKF ENGINEERS	X

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor	
0000006221	BKF 6M6035 ESP WP 7 15PA	BARTD	05/28/2013	PO(s) Dispatched	Valid	76,431.00 USD	<Select Action> Go
0000006196	ESP 15SU-130 CO#047 Pt 2	BARTD	05/21/2013	PO(s) Dispatched	Valid	-5,197.14 USD	<Select Action> Go
0000006187	ESP 15SV-110 Site Resto...	BARTD	05/20/2013	Approved	Valid	271,000.00 USD	<Select Action> Go
0000006063	PG&E ESP WA GPGE-13-001...	BARTD	05/02/2013	PO(s) Dispatched	Valid	10,000.00 USD	<Select Action> Go
0000006006	09AU-110, CO #024, #026	BARTD	04/24/2013	PO(s) Dispatched	Valid	14,134.57 USD	<Select Action> Go

Message

Do you want to print the requisition with distribution details ? (18036,11614)

Yes No

Yes

Business Unit: BARTD		Requester: 057402		Status: PO(s) Dispatched	
Requisition: 000006224		Requested By: Blackwood,Vicki		Currency: USD	
Requisition Name: BKF 6M035 ESP WP 8 15PM/PR		Entered Date: 5/28/13		Requisition Total: 119,029.00	

Line: 1	Item Description: BKF 6M6035 ESP WP 8 15PM/PR	Quantity: 1.0000	UOM: LS	Price: 119,029.00	Line Total: 119,029.00
					Line Status: PO Dispatched

Line Comments:
 << **User Comments: BKF 6M6035 ESP WP 8 15PM/PR. Total cost is \$114,760 plus fixed fee of \$4,269. PM is Thomas Horton, FA is Vicki Blackwood - >>

Ship Line: 1	Ship To: LKS(NO-TAX)	Address:	Shipping Quantity: 1.0000
Attention: Vicki Blackwood	Due Date:	300 LAKESIDE DRIVE P. O. BOX	Shipping Total: 119,029.00
		12688	
		OAKLAND CA 94604-1288 United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Processed	LKS17	1.0000	100.00	119,029.00	BARTD	690150

Dept	Fund
1010261	9000

Open QTY	PC BU	Project	Activity	Open Amt
0.0000	BARTD	15PM000	CNMGT	0.000

GL Base Amount	Currency	Sequence
119,029.00	USD	0

Print from your browser. The steps to print are based on your browser settings. You should be able to right click and select print. You may also be able to select from the menu.

The screenshot shows a Firefox browser window with the print menu open. The menu options include: New Tab, New Private Window, Edit, Find..., Save Page As..., Email Link..., Print... (with a sub-menu containing Print... Ctrl+P, Print Preview, and Page Setup...), Web Developer, Full Screen, Set Up Sync..., and Exit. The background page content is the same requisition information as shown in the previous screenshot.

Copy an Existing Requisition

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BARTD Requisition Name: Request Status: All but Complete Budget Status: Date From: 08/05/2013 Date To: 08/12/2013 Requester: Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000006648	Parts	BARTD	08/12/2013	Pending	Not Ch'k'd	600.00 USD	<Select Action> Go
0000006647	Cleaning Services	BARTD	08/12/2013	Pending	Not Ch'k'd	10,000.00 USD	<Select Action> Go

Go

Go

Copy Requisition

Edit Requisition

View Approvals

View Printable Version

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

1. Click the button [dropdown icon] to Select the action Copy Requisition

2. Click Go.

1. Define Requisition | **2. Add Items and Services** | **3. Review and Submit**

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: BARTD Bay Area Rapid Transit Dist
 Requester: 056633 Cabrales, Jaime D *Currency: USD
 Requisition Name: Priority: Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Cadillidic Converter	BEST AUTO PARTS INC	3.0000	Each	200.00000	600.00
Total Amount:						600.00 USD

Comments: Send to Vendor Show at Receipt Shown at Voucher Approval Justification

Buttons: Check Budget, Save & submit, Save & preview approvals, Cancel requisition

Requisition Summary:

Description	Qty	UOM
Cadillidic Converter	3	EA
Total Lines:	1	
Total Amount (USD):	600.00	

Click Save & Submit.

Do NOT increase price. You may only decrease the price. You will need to create a requisition from scratch if the amount increases.

Review Requisition Status

1. Manage Requisitions

Navigation: eProcurement > Manage Requisitions

The Manage Requisition feature provides you with the ability to review, edit, approve, or cancel requisitions. You can view requisitions in any status. You can only edit active requisitions that have not been sourced and do not have a status of Complete, or Canceled.

The requisitions displayed in Manage Requisitions those that you have been granted authorization to view. To view all requisitions that you have authorization for you will need to open up the filter. To do this clear all of the fields, change the Request Status to all but complete, and click the search button. You can fine tune your search by entering more values into the search fields.

BART Home | Worklist | MultiChannel Cons

Favorites | Main Menu > eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

**Enter values to fine tune your search.
Clear fields to open the filter.**

Requisitions

To view the lifespan and to edit or perform another action, click the Expand triangle, click a selection from the Action dropdown list and click Go.

Click Search

Req ID	Requisition Name	Date	Status	Budget	Total		
0000006592	TAG CR SFB 79HM FY14	BARTD 07/11/2013	Pending	Not Chk'd	15,367.00 USD	<Select Action>	Go
0000006342	Caltrans Coop 4-2115-A2...	BARTD 06/18/2013	PO(s) Dispatched	Valid	1,174,000.00 USD	<Select Action>	Go
0000006329	15PN-110 CO #48 ESP	BARTD 06/17/2013	PO(s) Dispatched	Valid	-219,474.00 USD	<Select Action>	Go
0000006224	BKF 6M035 ESP WP 8 15PM/PR	BARTD 05/28/2013	PO(s) Dispatched	Valid	119,029.00 USD	<Select Action>	Go
0000006221	BKF 6M6035 ESP WP 7 15PA	BARTD 05/28/2013	PO(s) Dispatched	Valid	76,431.00 USD	<Select Action>	Go
0000006196	ESP 15SU-130 CO#047 Pt 2	BARTD 05/21/2013	PO(s) Dispatched	Valid	-5,197.14 USD	<Select Action>	Go
0000006187	ESP 15SV-110 Site Resto...	BARTD 05/20/2013	Approved	Valid	271,000.00 USD	<Select Action>	Go
0000006187	ESP 15SV-110 Site Resto...	BARTD 05/20/2013	Approved	Valid	271,000.00 USD	<Select Action>	Go
0000006187	ESP 15SV-110 Site Resto...	BARTD 05/20/2013	Approved	Valid	271,000.00 USD	<Select Action>	Go
0000006187	ESP 15SV-110 Site Resto...	BARTD 05/20/2013	Approved	Valid	271,000.00 USD	<Select Action>	Go
0000006187	ESP 15SV-110 Site Resto...	BARTD 05/20/2013	Approved	Valid	271,000.00 USD	<Select Action>	Go
0000006187	ESP 15SV-110 Site Resto...	BARTD 05/20/2013	Approved	Valid	271,000.00 USD	<Select Action>	Go
0000005988	15PT-110, CO #13, Part 2	BARTD 04/22/2013	PO(s) Dispatched	Valid	-922.28 USD	<Select Action>	Go
0000005966	15PN-110, CO #078	BARTD 04/17/2013	PO(s) Dispatched	Valid	-7,308.00 USD	<Select Action>	Go
0000005965	15PN-110, CO #043 Part 2	BARTD 04/17/2013	Canceled	Valid	0.00 USD	<Select Action>	Go
0000005964	15PN-110, CO #043 Part 2	BARTD 04/17/2013	PO(s) Dispatched	Valid	-41,677.00 USD	<Select Action>	Go
0000005957	15PE-110, CO #070	BARTD 04/17/2013	PO(s) Dispatched	Valid	10,075.00 USD	<Select Action>	Go

Click arrow to expand.

You can sort by clicking on the Heading.

javascript:Action_win0(document.win0,'PV_REQSTAT_WRK_REQ_NAMES29S',0,0,'Requisition Name',false,true);



Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To: PO ID:

Requester: Entered By:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list.

Req ID	Requisition Name	BU	Date	Status	Total	
0000006592	TAG CR SFB 79HM FY14	BARTD	07/11/2013	Pending	15,367.00 USD	<Select Action> Go
0000006342	Caltrans Coop 4-2115-A2...	BARTD	06/18/2013	PO(s) Dispatched	174,000.00 USD	<Select Action> Go
0000006329	15PN-110 CO #48 ESP	BARTD	06/17/2013	PO(s) Dispatched	219,474.00 USD	<Select Action> Go
0000006224	BKF 6M035 ESP WP 8 15PM/PR	BARTD	05/28/2013	PO(s) Dispatched Valid	119,029.00 USD	<Select Action> Go

Requester: Blackwood,Vicki Entered By: Blackwood,Vicki Priority: Medium
Pre-Encumbrance Balance: 0.00 USD

Request Lifespan:

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor
1	BKF 6M035 ESP WP 8 15PM/PR	PO Dispatched	119,029.00000 USD	1.0000	LS	BKF ENGINEERS

0000006221 BKF 6M035 ESP WP 7 15PA BARTD 05/28/2013 PO(s) Dispatched 76,431.00 USD <Select Action> Go

Header Status

Line Status

Icons are highlighted throughout the lifecycle of the order. To inquire on any of these transactions, click on the button for the transaction type. For example, click on the **Approvals** button to see the **Approval Status** and other information related to approvals for the **Purchase Requisition**.

Requisition Header Status

This status field displays the status across the entire procurement cycle, not just the requisition header status. The following statuses are included:

- **Approved:** The requisition have been approved and is ready for sourcing. For this status to display at the header level, all lines of this requisition must be in the Approved status.
- **Cancelled:** The requisition was entered and saved but then the entire requisition or each requisition line was canceled. For this status to display at the header level, all lines of this requisition must be in the Canceled status. A canceled requisition can be reopened within a certain number of days as specified for the Purchasing business unit; otherwise, it is closed permanently.
- **Complete:** The requisition is marked complete after the requisition is dispatched on a PO, the goods are received and the vendor is paid. A background process identifies the requisitions and moves them to the complete status. Canceled requisitions and those that are fulfilled by inventory stock are also identified as complete.
- **Denied:** The entire requisition or each requisition line has been denied in the approval process. For this status to display at the header level, all lines of this requisition must be in the Denied status.
- **Open:** The requisition has been entered and saved but not yet submitted. For this status to display at the header level, all lines of this requisition must be in the Open status.
- **PO Partially Canceled:** The requisition contains some lines that have been placed on purchase orders and these purchase orders have been subsequently been canceled. For this status to display, the purchase orders must all have the same status, Canceled. This status indicates that some of the requisition lines have not been sourced to a purchase order and it also indicates that none of the lines have been received or returned to vendor.
- **PO Partially Completed:** The purchase order has been closed for some of the requisition lines , however the requisitions are not yet closed.
- **PO Partially Created:** The requisition contains some lines that have been sourced to an approved purchase order. For this status to display, the purchase orders must all have the same status, Approved. This status indicates that some of the requisition lines have not been sourced to a purchase order and it also indicates that none of the lines have been received or returned to vendor.
- **PO(s) Created:** The requisition has been placed on a PO that has been approved. This header status indicates that all lines of this requisition have been sourced to approved purchase orders and the requisition line status is PO(s) Created. For this status to display, the purchase orders must all have the same status, Approved.
- **PO(s) Cancelled:** The requisition has been placed on a PO that has been subsequently been canceled. This header status indicates that all lines of this requisition have been sourced to canceled purchase orders and the requisition line status is PO(s) Canceled. For this status to display, the purchase orders must all have the same status, Canceled.
- **PO(s) Completed:** The purchase order has been closed for all of the requisition lines , however the requisitions are not yet closed.
- **PO(s) Dispatched:** The requisition has been placed on a purchase order and the purchase order has been dispatched to the vendor. This header status indicates that all lines of this requisition have been sourced to dispatched purchase orders and the requisition line status

is PO(s) Dispatched. For this status to display, the purchase orders must all have the same status, Dispatched.

- Partially Dispatched: The requisition contains some lines that have been placed on purchase orders and these purchase orders have been dispatched to the vendor. For this status to display, the purchase orders must all have the same status, Dispatched. This status indicates that some of the requisition lines have not been sourced to a purchase order and it also indicates that none of the lines have been received or returned to vendor.
- Partially Received: The requisition contains some lines that have been placed on a purchase order, the purchase order has been dispatched to the vendor, and the goods have been fully or partially received. This status indicates that some of the requisition lines have not been received.
- Pending: The requisition has been submitted and is awaiting approval. This header status indicates that all lines of this requisition have the line status of Pending.
- Received: The requisition has been placed on a purchase order, the purchase order has been dispatched to the vendor, and the goods have been fully received. For this status to display at the header level, all lines of this requisition must be in the Received status.
- See Lines: The lines of this requisition are in various stages of the approval process and the lines have different statuses (i.e. pending, approved, denied, and so on); however, none of the lines have been sourced to a purchase order.

Requisition Line Status

Displays the status of the requisition line. The statuses include:

- **Approved:** The requisition line has completed workflow approval and is approved. The line is ready for sourcing.
- **Cancelled:** The requisition line was entered and saved but then canceled. A canceled requisition line can be reopened within a certain number of days as specified for the Purchasing business unit; otherwise, it is closed permanently.
- **Complete:** The requisition line is marked complete after the line is dispatched on a PO, the goods are received and the vendor is paid. A background process identifies the requisition lines and moves them to the complete status. Canceled requisition lines and those that are fulfilled by inventory stock are also identified as complete.
- **Denied:** The requisition line has been denied in the approval process.
- **Open:** The requisition line has been entered and saved but not yet submitted.
- **PO(s) Created:** The requisition line has been placed on a PO that has been approved.
- **PO(s) Canceled:** The requisition line has been placed on a PO that has been subsequently been canceled.
- **PO(s) Dispatched:** The requisition line has been placed on a purchase order and the purchase order has been dispatched to the vendor.
- **Pending:** The requisition line has been submitted and is awaiting approval.
- **Received:** The requisition line has been placed on a purchase order, the purchase order has been dispatched to the vendor, and the goods have been fully received.

2. Document Status

Document status is a way to review what transactions are linked to the Requisition.

Navigation: Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status



Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit:	=	<input type="text" value="BARTD"/>	
Requisition ID:	begins with	<input type="text" value="0000006648"/>	
Requisition Status:	=	<input type="text"/>	
Requisition Date:	=	<input type="text"/>	
Origin:	begins with	<input type="text"/>	
Requester:	begins with	<input type="text"/>	
Description:	begins with	<input type="text"/>	

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

BART Home

Favorites | Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status

Document Status

Business Unit: BARTD Req ID: 000006648
 Document Date: 08/12/2013 Status: Pending
 Currency: USD Document Type: Requisition
 Requester: Cabrales,Jaime D Merchandise Amt: 600.00
 Budget Status: Not Budget Checked

Associated Document Customize | Find | View All | First 1 of 1 Last

Document Type	DOC ID	Status	Document Date	Location
No Documents				

Return to Search Previous in List Next in List

3. Inquire on Requisition

Navigation: Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

BART

Favorites | Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

Requisition Inquiry

Business Unit: BARTD To Req:

Requisition ID: Origin:

Requisition Name:

Req Status: To:

Requester: 056633 Vendor Name:

Requester Name:

Requisition Date: Item ID:

Vendor SetID: BARTD [Vendor Lookup](#) Direct Ship

Vendor ID: [Vendor Details](#)

Item SetID: BARTD

Item Description:

Department:

OK Cancel

Click OK.



Requisitions

Req Inquiry Customize | Find | View All | First 1-6 of 20 Last

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
BARTD	H11006	H11006	Complete	Cabrales,Jaime D	07/01/2010	15,987.00	USD
BARTD	0000006648	Parts	Pending Approval	Cabrales,Jaime D	08/12/2013	600.00	USD
BARTD	0000006647	Cleaning Sevices	Pending Approval	Cabrales,Jaime D	08/12/2013	10,000.00	USD
BARTD	0000003567	CO for PO6M3085-Seat Cleaning	Approved	Cabrales,Jaime D	05/09/2012	100,000.00	USD
BARTD	0000002245			Cabrales,Jaime D	10/19/2011	30,000.00	USD
BARTD	0000001512			Cabrales,Jaime D	06/29/2011	4,586,262.70	USD

Select the Requisition you want to review

[Search](#)

Notify



BARTD Req ID: 0000003567
Jaime D Cabrales
05/09/2012 Merchandise Amount: 100,000.00 USD
Approved Pre-Encumbrance Balance: 100,000.00 USD

Personalize | Find | View All | First 1 of 1 Last

Description	Vendor ID	Name	Req Qty	UOM	Merchandise Amt	Amount Only		
Transit Vehicle Seat cleaning	0000009646	NATIONAL TRANSIT INTERIORS	1.0000	Lump Sum	100,000.00 USD	<input checked="" type="checkbox"/>		

Click  to view schedule information





Schedule Details

Business Unit: BARTD Req ID: 0000003567 Line: 1

Sched	Status	Due Date	Ship To	One Time Addr	Price	Req Qty	Merchandise Amt	Revision
1	Active	06/30/2012	HSR		100,000.00000	1.0000	100,000.00 USD	

Ship To Comments

[Return](#)

Click  to view Chartfields (Account, Fund, Dept, Project, Activity)





Distribution Information

Business Unit: BARTD Req ID: 0000003567 Line: 1 Sched Num: 1

Distribution								
Personalize Find View All First 1 of 1 Last								
Details More Asset Information Budget Information								
Distrib	Status	Location	Req Qty	Merchandise Amt		GL Unit	Account	Dept
1	Processed	LKS	1.0000	100,000.00	USD	BARTD	680230	0803

[Return](#)

CREATE A RECEIPT

Non-Inventory items are received by Requesters in Oracle / PeopleSoft. Inventory items are received by the warehouse in Maximo.

1. Receive Non-Inventory Items.

Navigation: Main Menu > eProcurement > Receive Items

Receive Items

You have 40 lines open for receiving

Receive Selected and go to the P

Click Receive Selected button.

Select Line to Receive

Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Attention To	Vendor
<input type="checkbox"/>	BARTD MX10019195	KIT WINDSCREEN AND VERTICAL HANDRAIL KIT C1.MD 625	170	47	KT	HSR	Kirtland Smith	BENTECH IN-001
<input type="checkbox"/>	BARTD MX10019211	TAPE DOUBLE COATED FLEXCON AWT3.DIF WITH FOAM 1/2" X 1/2" X 300" BRON TAPES #M & C 2132	18	0	RO	HSR	Kirtland Smith	JUST TAPE-001
<input type="checkbox"/>	BARTD RS&S PTU Software change	TCU_DDUJ_PTU software modification	1	0	LS	HSR NO TAX	Rodney Lim	QUEST RAL-001
<input type="checkbox"/>	BARTD MX10018361	FOAM FIRE BARRIER DOW CORNING 3-6548 SILICONE RTV KRA # 2157/233 AND #2157/241	70	40	EA	HSR	Kirtland Smith	KR ANDERSO-001
<input type="checkbox"/>	BARTD Hadlock Liners 17-11-50590	BART A/B CAR INTERIOR LINER HADLOCK # 017321	158	49	EA	HSR	Kirt Smith	HADLOCK PL-001
<input checked="" type="checkbox"/>	BARTD Replacement PO for 221804C	Door pocket horizontal & vertical handrail	140	137	EA	HSR	k smith	BENTECH IN-001
<input type="checkbox"/>	BARTD Vapor Stone Electronic Unloader Conversion Kit Vapor Stone P/N 201210348	Electronic Unloader Conversion Kit Vapor Stone P/N 201210348	10	0	EA	HSR	daniel Cheng	VAPOR STON-001
<input type="checkbox"/>	BARTD CAPTIVE CARSETS 0102	CAPTIVE CARSETS 0102	100	108	EA	HSR	Kirtland Smith	SEDIA INC-001
<input type="checkbox"/>	BARTD 10453 Solenoid	10453 Solenoid	12	0	EA	HSR	Severo	VAPOR STON-001
<input type="checkbox"/>	BARTD Cushion and cover	car sets of cushions bottoms and						

Find: Next Previous Highlight all Match case

Firefox

Receive Items

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REC_VTSFR_WK.GBL?FolderPath=POR

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRF91 Add/Update POs BRFPS91 Document Status BRF91

BART

Home | Worklist | Add to Favorites | Sign out

Receive Items

New Receipt

*Business Unit: BARTD

Receipt Status: Open

*Received Date: 04/30/2013

[Add Header Comments](#) [Reject Shipment](#)

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	PO
1		Door_pocket_horizonta	140.0000	EA	140.0000			

Save Receipt

[Add New Receipt](#) [Manage Return to Vendor](#) [Inquire Receipts](#)

Find: Next Previous Highlight all Match case

Firefox

Receive Items

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REC_V_TSFR_WK.GBL?FolderPath=POR

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFI91 Add/Update POs BRFPS91 Document Status BRFP91

BART

Home Worklist Add to Favorites Sign out

Favorites Main Menu eProcurement Receive Items

New Window Help Customize Page http

Receipt Header Comments

Business Unit: BARTD
Receipt Status: Open

Comments

Use Standard Comments

1 add shipping information

Entered On: 04/30/2013 10:34:41AM

Show at Voucher

Associated Document

Attachment: Attach View Delete

User/Date Time:

OK Cancel

Click OK

Enter comments.

Find: Next Previous Highlight all Match case

Firefox

Receive Items

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_RECV_TSFR_WK.GBL?FolderPath=POR

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFPS91 Document Status BRFP91 Bookmarks

BART Home Worklist Add to Favorites Sign out

Favorites Main Menu eProcurement Receive Items

New Window Help Customize Page http

Receive Items

New Receipt

*Business Unit:

Receipt Status:

*Received Date: [Add Header Comments](#) [Reject Shipment](#)

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	PO
1		Door_pocket_horizonta	140.0000	EA	140.0000			

[Save Receipt](#)

[Add New Receipt](#) [Manage Return to Vendors](#) [Inquire Receipts](#)

Find: [Next](#) [Previous](#) [Highlight all](#) Match case

2. Receive for another Requester

Navigation: Main Menu > Purchasing > Receipts > Add/Update Receipts

BART

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Receiving

Find an Existing Value Add a New Value

Business Unit: BARTD

Receipt Number: NEXT

PO Receipt

Add

Find an Existing Value Add a New Value

Click Add

BART

Home | Worklist | MultiChannel

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

New Window

Select Purchase Order

Search Criteria

PO Unit: Days +/- Today:

ID: Start Date:

Line / Schedule: / End Date:

Release: Vendor Name: [Vendor Lookup](#)

Item ID:

Ship To:

Ship Via: Item ID:

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Enter the PO ID

Click Search

You may need to clear fields in filter to open the PO search. For example, delete the Ship to Location or change the Start Date.

Firefox - fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/MANAGE_SHIPMENTS.RECV_PO.GBL?FolderPath=PORTAL_ROOT_OF

Add/Update Receipts

fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/MANAGE_SHIPMENTS.RECV_PO.GBL?FolderPath=PORTAL_ROOT_OF

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFPS91 Document Status

BART Home Worklist MultiChannel Cons

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit: BARTD Days +/- Today:

ID: 0000009291 Start Date: IS

Line / Schedule: / End Date: IS

Release: Vendor Name: [Vendor Lookup](#)

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Search

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

Shipping Related More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	BARTD	0000009291	1	1		05/03/2013	10.0000		1037876	PALLET BRAKE GRID, 84 INCH, P

Select All Clear All

OK Cancel Refresh

Select the PO to Receive

Click OK

Find: Next Previous Highlight all Match case

Firefox

Add/Update Receipts

fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/MANAGE_SHIPMENTS.RECV_PO.GBL?FolderPath=PORTAL_ROOT_OI

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFP591 Document Status BRFP91

BART Home | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

New Window Help Custom

Maintain Receipts

Receiving

Business Unit: BARTD Receipt Status: Open **X**

Receipt ID: NEXT [Add Header Comments](#) [Activities](#)
[Header Details](#)

Header

Select Purchase Order

Receipt Lines Customize | Find | View All | First | 1 of 1 | Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	1037876	PALLET BRAKE GRID .84 INCH P	10.0000	EA	38.50000	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA

Interface Receipt Run Close Short [Interface Asset Information](#)

javascript:submitAction_win0(document.win0,RECV_LN_SHIP\$tab0\$0);

Find: Match case

Save

Enter the Receive Qty.

Firefox - fs-prd.adm.bart.gov

Add/Update Receipts

fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/MANAGE_SHIPMENTS.RECV_PO.GBL?FolderPath=PORTAL_ROOT_OI

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFP91 Document Status BRFP91

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

New Window Help Customize Page Saved

Maintain Receipts

Receiving

Business Unit: BARTD Receipt Status: Fully Received ✘

Receipt ID: 0000001559 [Add Header Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Customize | End | View All | First 1 of 1 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	1037876	PALLET BRAKE GRID, 84 INCH, P	10.0000	EA	38.50000	10.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA ✘

Interface Receipt Run Close Short [Interface Asset Information](#)

Save Notify Refresh Add Update/Display

Find: Next Previous Highlight all Match case

3. Cancel a Receipt in eProcurement

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Budget	Total			
▶ 0000006451	C/O vidtek fy14		Valid	20,000.00 USD	<Select Action>	Go	
▶ 0000006450	C/O tridec fy14	BAR	Valid	15,000.00 USD	<Select Action>	Go	
▶ 0000006449	C/O swiger for fy14	BAR	Valid	33,000.00 USD	<Select Action>	Go	
▶ 0000006448	C/O safety Kleen fy 14	BAR	Valid	39,600.00 USD	<Select Action>	Go	
▶ 0000006447	C/O rochester Midland fy14	BARTD	06/28/2013 PO(s) Dispatched	Valid	6,500.00 USD	<Select Action>	Go
▶ 0000006446	C/O pr...	BARTD	06/28/2013 PO(s) Dispatched	Valid	36,000.00 USD	<Select Action>	Go
▶ 0000006445	C/O for...	BARTD	06/28/2013 PO(s) Dispatched	Valid	94,719.00 USD	<Select Action>	Go
▶ 0000006444	C/O for...	BARTD	06/28/2013 PO(s) Dispatched	Valid	95,000.00 USD	<Select Action>	Go
▶ 0000006443	C/O for...	BARTD	06/28/2013 PO(s) Dispatched	Valid	92,410.00 USD	<Select Action>	Go
▶ 0000006442	C/O for...	BARTD	06/28/2013 Approved	Valid	20,000.00 USD	<Select Action>	Go
▶ MX10025072	MX10025072	BARTD	06/27/2013 PO(s) Dispatched	Valid	24,720.00 USD	<Select Action>	Go
▶ 0000006427	Non Inventory	BARTD	06/27/2013 Canceled	Valid	0.00 USD	<Select Action>	Go

Search for the Requisition that was received. Click Search.

Click ▶ to expand Requisition information

Firefox

Manage Requisitions

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?FolderPath=PORT

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRF191 Add/Update POs BRFPS91 Document Status

ba Home | Work

Favorites | Main Menu > eProcurement > Manage Requisitions

New Window ? Help

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BARTD Requisition Name:

Requisition ID: Request Status: Received Budget Status:

Date From: Date To:

Requester: 056701 Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BY	Date	Status	Budget	Total	
0000005448	ORY MOD TENT DOOR	BARTD	01/24/2013	Received	Valid		Go
0000005392	MD 625 tool kit	BARTD	01/14/2013	Received	Valid	10	Go
MX10020210	MX10020210	BARTD	01/10/2013	Received	Valid	12	Go
0000005373	Sea Land Container for ODY	BARTD	01/10/2013	Received	Valid	5	Go

Requester: Kirtland Smith Entered By: Kirtland Smith Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request **Receipts** Returns Invoice Payment

Request Lifespan:

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor
1	storage container 40'	Received	3,500.00000 USD	1.0000	EA	
2	6' roll up door on side	Received	575.00000 USD	1.0000	EA	
3	electrical package w/light...	Received	850.00000 USD	1.0000	EA	
4	removal and delivery	Received	275.00000 USD	1.0000	EA	

MX10019827 MX10019827 BARTD 12/19/2012 Received Valid 89,928.00 USD <Select Action> Go

MX10019544 MX10019544 BARTD 12/06/2012 Received Valid 8,010.00 USD <Select Action> Go

0000005183 LKS 1406 office furniture BARTD 12/04/2012 Received Valid 6,748.10 USD <Select Action> Go

Click Receiving Link

Firefox

Manage Requisitions

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?FolderPath=PORT, Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRF91 Add/Update POs BRFPS91 Document Status

BART Home | Web

Favorites Main Menu > eProcurement > Manage Requisitions

Manage Receipts

Find a Receipt

Show Status: Received/Open Requisition Name: Search Clear

Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status			
Sea Land Container for ODY	0000001506	03/12/2013	0000008667	4.0000	Received			

Return to Manage Requisitions Add New Receipt Manage Return to Vendors

Click X to cancel Receipt

Firefox

Manage Requisitions

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?Folde

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRf191 Add/Update

bART

Favorites Main Menu > eProcurement > Manage Requisitions

Cancel Receipt 000001547

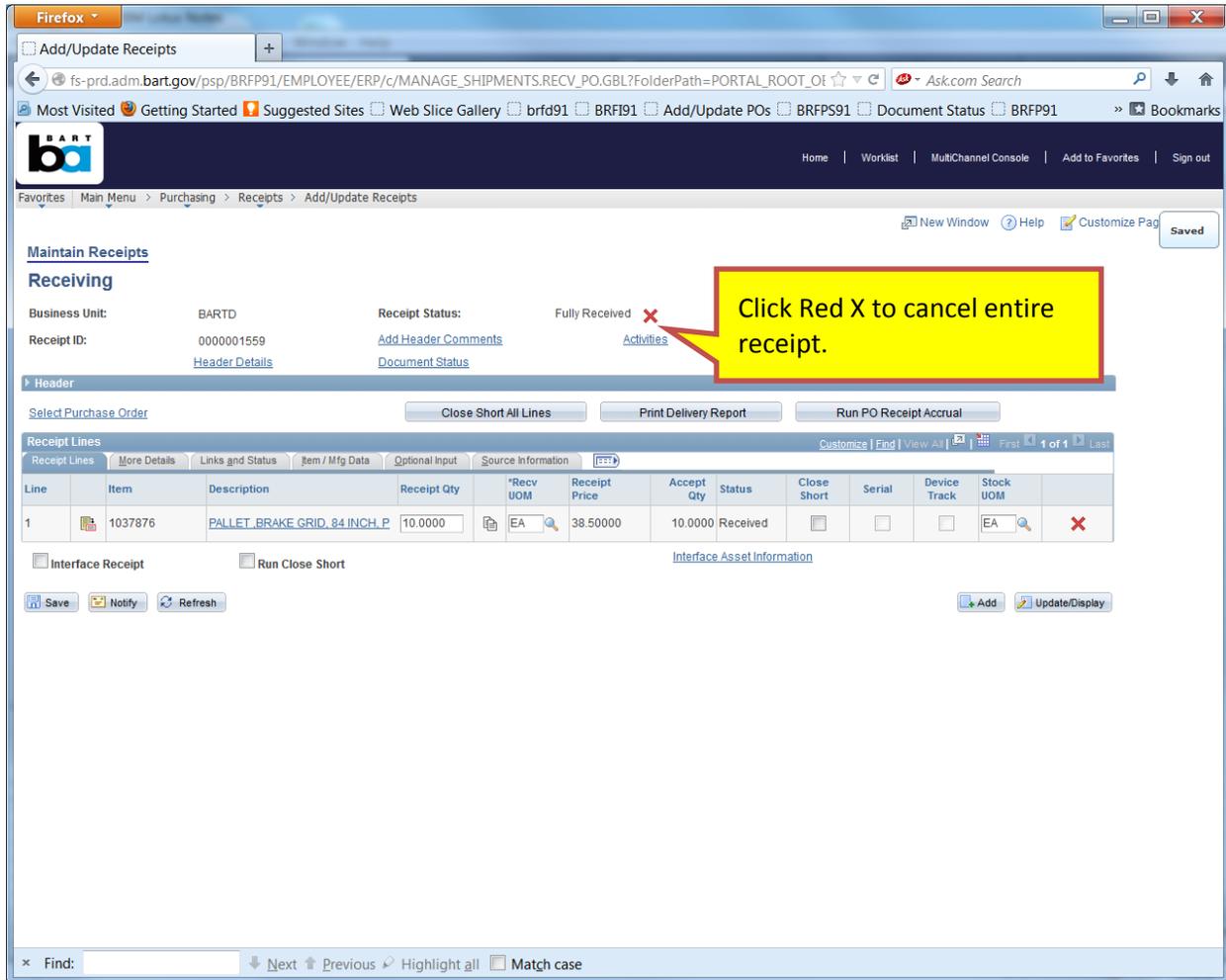
Cancel receipt cannot be reversed. Are you sure you want to cancel this receipt?

Received Date: 04/30/2013

Receipt Summary						
Item Description	Received Qty	UOM	Accept Qty	PO Number	Due Date	Ship To
1 Change order for first year option FY13 per MDD for contract 6M3184	1.0000	LS	1.0000	6M3184	07/25/2012	HSR NO TAX

Click Yes

4. Cancel a Receipt in Purchasing



The screenshot shows the 'Add/Update Receipts' page in the BART purchasing system. The receipt is for Business Unit BARTD, Receipt ID 000001559, and is currently in a 'Fully Received' status. A red 'X' icon is positioned next to the status, and a yellow callout box with a red border points to it, containing the text: 'Click Red X to cancel entire receipt.'

Maintain Receipts
Receiving

Business Unit: BARTD Receipt Status: Fully Received **X**
Receipt ID: 000001559 [Add Header Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

Header

Select Purchase Order

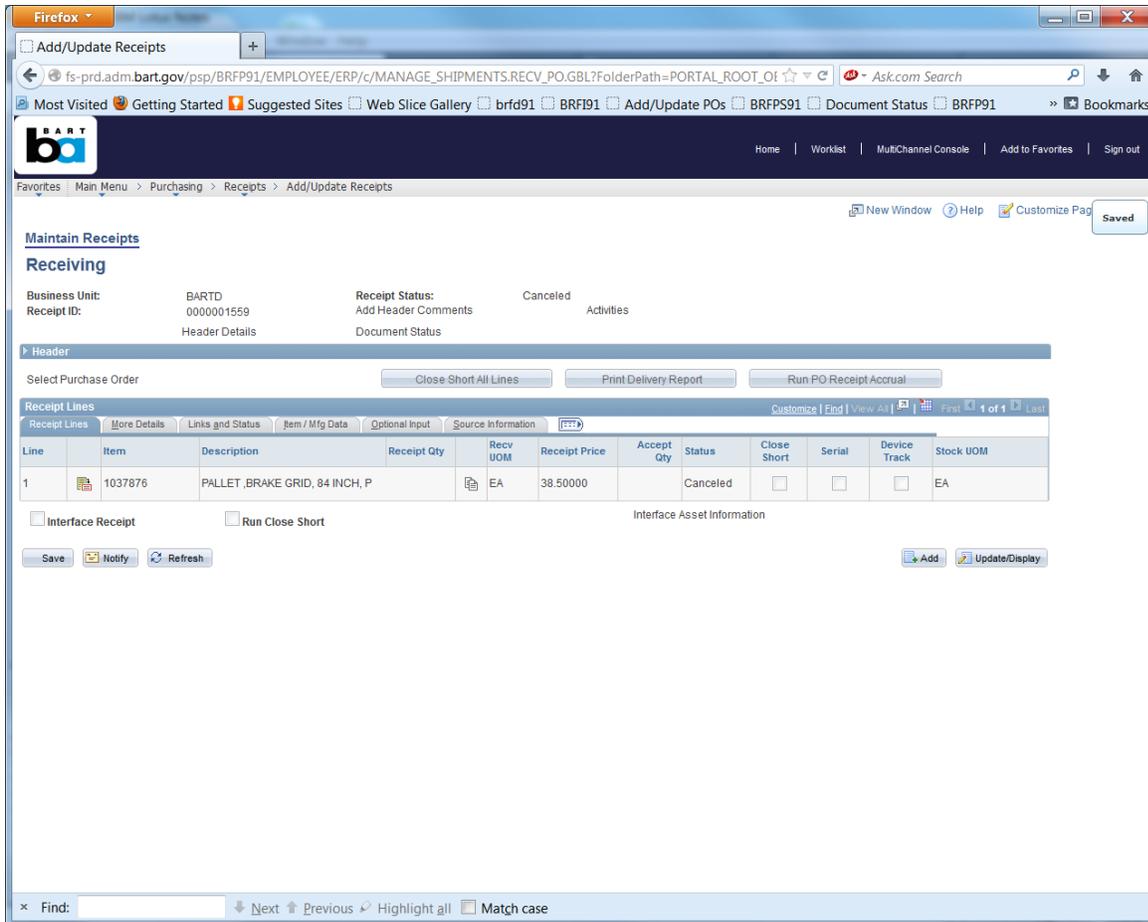
Receipt Lines [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	
1	1037876	PALLET BRAKE GRID, 84 INCH P	10.0000	EA	38.50000	10.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	X

Interface Receipt Run Close Short [Interface Asset Information](#)

Find: Highlight all Match case

The screenshot shows a web browser window with the URL `fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/MANAGE_SHIPMENTS.RECV_PO.GBL?FolderPath=PORTAL_ROOT_OI`. The page title is "Add/Update Receipts". The BART logo is visible in the top left. The main content area is titled "Maintain Receipts" and "Receiving". It displays receipt details for Business Unit "BARTD" and Receipt ID "000001559". The receipt status is "Fully Received" with a red 'X' icon. A confirmation dialog box is open in the center, with the message: "Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)". The dialog has "Yes" and "No" buttons. A yellow callout box with a red border points to the "Yes" button and contains the text "Click Yes to cancel receipt." Below the dialog is a table with columns "Line", "Item", and "Description". The first row contains "1", "1037876", and "PALLET BRAKE GRID, 84 INCH P". To the right of the table is another table with columns "Serial", "Device Track", and "Stock UOM". The "Stock UOM" column contains "EA" and a red 'X' icon. At the bottom of the page, there is a search bar with the text "Find:" and navigation options like "Next", "Previous", "Highlight all", and "Match case".



CANCEL A REQUISITION

1. Cancel the entire Requisition

Navigation: eProcurement > Manage Requisitions

Search for your requisition.

Firefox

Manage Requisitions

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRF191 Add/Update POs BRFPS91 Document Status BRFP91

Home Worklist MultiChannel Console Add to Favorites Sign

Favorites Main Menu > eProcurement > Manage Requisitions

New Window Help Customize Page

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BARTD Requisition Name:

Requisition ID: 0000005922 Request Status: All but Complete Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000005922	etest	BARTD	04/17/2013	Approved	Valid	0.00 USD	<Select Action> Go

[Create New Requisition](#)
[Review Change Request](#)
[Review Change Tracking](#)
[Manage Receipts](#)
[Requisitions](#)

Click the button to select the Cancel Requisition Action

Firefox

Manage Requisitions

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFPS91 Document Status BRFP91 Bookm

Home | Worklist | MultiChannel Console | Add to Favorites | Sign

Favorites | Main Menu > eProcurement > Manage Requisitions

New Window Help Customize Page

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BARTO Requisition Name:

Requisition ID: 0000005922 Request Status: All but Complete Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand/triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
P 0000005922	etest	BARTO	04/17/2013	Approved	Valid	0.00 USD	Cancel Requisition <input type="button" value="Go"/>

Click Go

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

Firefox

Manage Requisitions

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFPS91 Document Status BRFP91

Home Worklist MultiChannel Console Add to Favorites

Favorites Main Menu > eProcurement > Manage Requisitions

New Window Help Customize Page

Requisition Details for: Sarah

Business Unit: BARTD Date: 04/17/2013
Requisition Name: etest Status: Approved
Requisition ID: 0000005922 Total: 0.00 USD

Line Details						
Line	Item Description	Status	Price		Qty	Total
1	trustee	Canceled	100.00000	Each	1.0000	100.00

[Return to Manage Requisitions](#)

Cancel Requisition

Click Cancel Requisition button

Firefox

Manage Requisitions

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFPS91 Document Status BRFP91

BART

Home | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > eProcurement > Manage Requisitions

New Window Help Customize Pa

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BARTD Requisition Name:

Requisition ID: 0000005922 Request Status: All but Complete Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
P 0000005922	etest	BARTD	04/17/2013	Cancelled	Not Child	0.00 USD	<Select Action> Go

[Create New Requisition](#)
[Review Change Request](#)
[Review Change Tracking](#)
[Manage Receipts](#)

A system job will run the budget check process. After budget check is complete with a valid status the money is returned to the pre-encumbrance budget.

2. Cancel a Requisition Line

The screenshot shows the 'Manage Requisitions' page in a Firefox browser. The page title is 'Manage Requisitions'. Below the title is a search section with the following fields:

- Business Unit: BARTD
- Requisition ID: 0000005922
- Date From: [empty]
- Requester: [empty]
- Request Name: [empty]
- Request Status: All but Complete
- Date To: [empty]
- Entered By: [empty]
- Budget Status: [empty]
- PO ID: [empty]

There are 'Search' and 'Clear' buttons below the search fields. A yellow callout box with a red border points to the 'Search' button and contains the text 'Click Search'.

Below the search section is a table of requisitions. The table has columns for 'Req ID', 'Requisition Name', 'Business Unit', 'Date', 'Status', 'Budget', and 'Total'. The first three rows are visible:

Req ID	Requisition Name	Business Unit	Date	Status	Budget	Total
0000005924	0000005924	BARTD	04/24/2013	Pending	Not Chkd	100.00 USD
0000005923	0000005923	BARTD	04/17/2013	Pending	Not Chkd	100.00 USD
0000005922	etest	BARTD	04/17/2013	Approved	Valid	100.00 USD

Each row has a small arrow icon to the left of the 'Req ID' and a '<Select Action>' dropdown menu to the right of the 'Total' column. A yellow callout box with a red border points to the arrow icon in the first row and contains the text 'Click the arrow to expand'.

At the bottom of the page, there are several navigation links: 'Create Requisition', 'Review Change Request', 'Review Change Tracking', 'Manage Receipts', and 'Requisition Report'.

Firefox - Manage Requisitions

lmlap05v.adm bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRF191 Add/Update POs BRFPS91 Document Status BRFP91

Home | Worklist | MultiChannel Console | Add to Favorites | Sign

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BARTD Requisition Name:

Requisition ID: 0000005922 Request Status: All but Complete Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000005924	0000005924	BARTD	04/24/2013	Pending	Not Ch'd	100.00 USD	<Select Action>	Go
0000005923	0000005923	BARTD	04/17/2013	Pending	Not Ch'd	100.00 USD	<Select Action>	Go
0000005922	etest	BARTD	04/17/2013	Approved	Valid	100.00 USD	<Select Action>	Go

Requester: Blackwood,Vicki Entered By: Sarah Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Requisition Lifecycle: Requisition → Approval → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor	
1	Invoice	Approved	100.00000 USD	1.0000	EA		X

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

Click the Red X next to the Line you wish to cancel

Firefox - Manage Requisitions

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRf191 Add/Update POs BRFPS91 Document Status BRFP91

Home | Worklist | MultiChannel Console | Add to Favorites | Sign

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BARTD Requisition Name: Request Status: All but Complete Budget Status: Date From: Date To: Requester: Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand button. To edit or perform another action on a requisition, make a selection from the table.

Message: Are you sure you want to cancel 0000005922 requisition line 1 ? (18036,2296)

Req ID	Requisition Name	BU	Date	Status	Valid	Priority	Quantity	UOM	Vendor
0000005924	0000005924	BARTD	04/24/2013						
0000005922	0000005922	BARTD	04/17/2013	Approved	Valid	Medium	100.00	USD	

Requester: Blackwood, Vicki Entered By: Sarah Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Request Lifecycle: Requisition -> Approval -> Inventory -> Purchase Orders -> Change Request -> Receiving -> Return

Request Lifespan: Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor
1	tools	Approved	100.00000 USD	1.0000	EA	

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

Click OK

Firefox - Manage Requisitions

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFI91 Add/Update POs BRFPS91 Document Status BRFP91

Home Worklist MultiChannel Console Add to Favorites Sign e

Favorites Main Menu > eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BARTD Requisition Name:

Requisition ID: Request Status: All but Complete Budget Status:

Date From: 04/17/2013 Date To: 04/24/2013

Requester: Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000005924	0000005924	BARTD	04/24/2013	Pending	Not Chk'd	100.00 USD	<Select Action> Go
0000005923	0000005923	BARTD	04/17/2013	Pending	Not Chk'd	100.00 USD	<Select Action> Go
0000005922	etest	BARTD	04/17/2013	Approved	Not Chk'd	0.00 USD	<Select Action> Go

Requester: Blackwood,Vicki Entered By: Sarah Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor
1	tuftex	Canceled	100.00000 USD	1.0000	EA	

Create New Requisition Review Change Requisition Manage Receipts Receipts

A system job will run the budget check process. After budget check is complete with a valid status the money is returned to the pre-encumbrance budget.

Line is Canceled

Review Purchase Order

1. Inquire on PO Information

The screenshot shows the 'Purchase Order Inquiry' page in a Firefox browser. The browser tabs include 'Monitor Approvals', 'PO Creation', 'Add/Update Requisitions', and 'Purchase Orders'. The address bar shows the URL: `fs-prd.adm.bart.gov/psp/BRFP91_2/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL`. The page header includes the BART logo and navigation links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is: 'Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders'. The main content area is titled 'Purchase Order Inquiry' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with the following fields and options:

- Find an Existing Value (tab)
- Limit the number of results to (up to 300): 300
- Business Unit: = [BARTD]
- PO ID: begins with []
- Contract SetID: begins with []
- Contract ID: begins with []
- Release Number: = []
- Purchase Order Date: = []
- PO Status: = []
- Short Vendor Name: begins with []
- Vendor ID: begins with []
- Vendor Name: begins with []
- Buyer: begins with []
- Buyer Name: begins with []
- Case Sensitive

At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Two yellow callout boxes with red borders provide instructions: one points to the search fields with the text 'Enter Search Criteria', and another points to the 'Search' button with the text 'Click Search'.

Firefox Monitor Approvals PO Creation Add/Update Requisitions Purchase Orders

fs-prd.adm.bart.gov/psp/BRFP91_2/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRF91 Add/Update POs BRFPS91 Document Status BRFP91

Home Worklist MultiChannel Console Add to Favorites

Favorites Main Menu Purchasing Purchase Orders Review PO Information Purchase Orders

New Window Help Customize Page

Purchase Order Inquiry

Purchase Order

Business Unit: BARTD PO ID: 6M8064 PO Status: Dispatched Budget Status: Valid

PO Date: 12/11/2012 Vendor Name: LD STROBEL-001 Vendor ID: 0000008561 Buyer: Price,Helen M PO Reference: RADIO ANT. INSTAL. AT WARM SPC

Doc Tot Status: Valid Backorder Status: Not Backordered Receipt Status: Not Recvd Hold From Further Processing

Header Details All RTV Document Status Header Comments... Matching Activity Summary Change Order

Amount Summary

Merchandise:	12,885.00
Freight/Tax/Misc.:	0.00
Total:	12,885.00 USD
Encumbrance Balance:	0.00 USD

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Service Professional Install	83111904	1.0000	E51	12,885.00 USD	Approved

View Approvals

Return to Search Previous in List Next in List Notify

Click Schedule

Firefox Monitor Approvals PO Creation Add/Update Requisitions Purchase Orders

fs-prd.adm.bart.gov/psp/BRFP91_2/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRF91 Add/Update POs BRFPS91 Document Status BRFP91

BART Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Purchasing Purchase Orders Review PO Information Purchase Orders

New Window Help Customize Page http

Purchase Order Inquiry

Schedules

Business Unit: BARTD PO ID: 6M8064

[Return to Main Page](#)

Lines End View All First 1 of 1 Last

Line: 1 [Service Professional Install](#) PO Qty: 1.0000 E51 Merchandise Amt: 12,885.00 USD

Schedules Customize End View All First 1 of 1 Last

Details **Statuses**

Sched	Due Date	Time Due	Revision	Ship To	Attention To	PO Qty	Price	Merchandise Amount	Status
1	12/12/2012			LKS(NO-TAX)	Doug Ellis	1.0000	12,885.00000	12,885.00	USD Active

Ship To Comments

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Click Distribution

JavaScriptAction_win2(document.win2,PO_PNLS_PB_PO_RETURN_PAGE; 0, 0, 'Return to Main Page', false, true);

Purchase Order Inquiry
 Distributions for Schedule 1

PO ID: 6M8064 Line: 1 Sched: 1 Item: Service, Professional, Installation
 Status: Active Sched Qty: 1.0000
 Distribute By: Amount Merchandise Amount: 12,885.00 USD
 Doc. Base Amount: 12,885.00 USD

Distributions

Dist	Status	Percent	Merchandise Amt	GL Unit	Account	Dept	Class	Bud Ref	Product	PC Bus Unit	Project	Activity	Source Type	Cat
1	Open	100.0000	12,885.00	USD BARTD	690150					BARTD	02EE000	CONST		

Click Budget Information to Review Encumbrance balance.

Return

Purchase Order Inquiry
Distributions for Schedule 1

PO ID: 6M8064 Line: Service, Professional, Installation
 Status: Active
 Distribute By: Amount
 Quantity: 1.0000
 Merchandise Amount: 12,885.00 USD
 Doc. Base Amount: 12,885.00 USD

Click Req Detail to view Requisition Information.

Dist	Status	Percent	Budget Status	Budget Date	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Final	Commitment Control Close Flag
1	Open	100.0000	Valid	12/11/2012	0.000	USD	0.00	USD	12,885.00	<input type="checkbox"/>	<input type="checkbox"/>

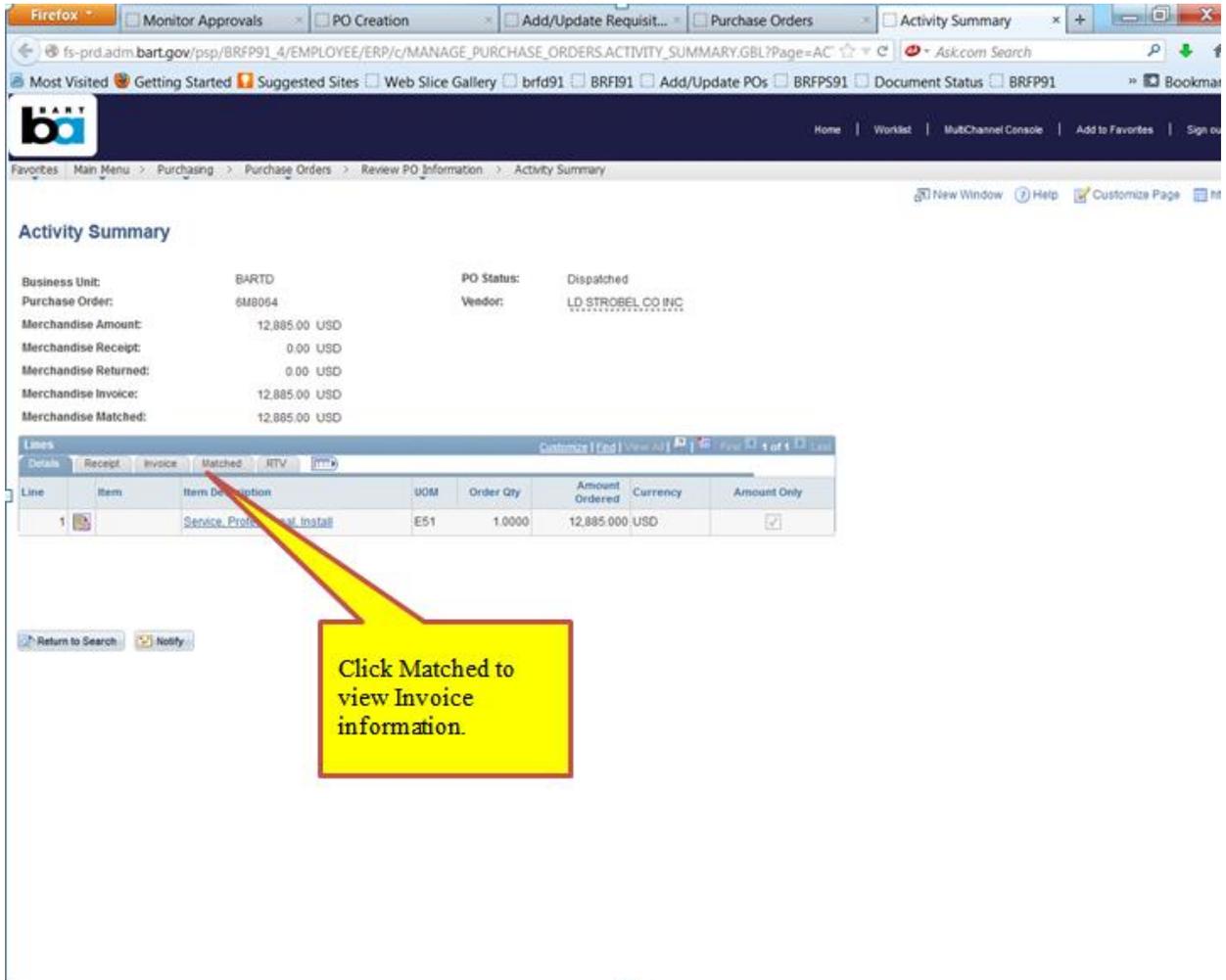
Return

Remaining Encumbrance that can be processed for payment

Total Expenses Paid against PO Line.

javascriptsubmitAction_win2(document.win2,'PO_LINE_DIST_FS\$tab60\$0');

2. PO Activity Summary



The screenshot shows a web browser window with multiple tabs. The active tab is titled "Activity Summary". The browser's address bar shows the URL: `fs-prd.adm.bart.gov/psp/BRFP91_4/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS_ACTIVITY_SUMMARY.GBL?Page=AC`. The page header includes the BART logo and navigation links like "Home", "Worklist", and "MultChannel Console".

The main content area is titled "Activity Summary" and displays the following information:

Business Unit:	BARTD	PO Status:	Dispatched
Purchase Order:	6M8064	Vendor:	LD STROBEL CO INC
Merchandise Amount:	12,885.00 USD		
Merchandise Receipt:	0.00 USD		
Merchandise Returned:	0.00 USD		
Merchandise Invoice:	12,885.00 USD		
Merchandise Matched:	12,885.00 USD		

Below this information is a table with tabs for "Details", "Receipt", "Invoice", "Matched", "RTV", and "Mty". The "Matched" tab is selected. The table contains one row:

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Service_Prof...al Install	E51	1.0000	12,885.000	USD	<input checked="" type="checkbox"/>

A yellow callout box with a red border points to the "Matched" tab and contains the text: "Click Matched to view Invoice information."

Firefox - Monitor Approvals - PO Creation - Add/Update Requist... - Purchase Orders - Activity Summary

fs-prd.adm.bart.gov/psp/BRFP91_4/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.ACTIVITY_SUMMARY.GBL?Page=AC

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFPS91 Document Status BRFP91

BART Home | Worklist | MultiChannel Console | Add to Favorites

Favorites Main Menu Purchasing Purchase Orders Review PO Information Activity Summary

New Window Help Customize Page

Activity Summary

Business Unit: BARTD PO Status: Dispatched
 Purchase Order: 6M8064 Vendor: LD STROBEL CO INC

Merchandise Amount: 12,885.00 USD
 Merchandise Receipt: 0.00 USD
 Merchandise Returned: 0.00 USD
 Merchandise Invoice: 12,885.00 USD
 Merchandise Matched: 12,885.00 USD

Line	Item	Item Description	UOM	Qty Matched	Amt Matched	Currency	
1		Service_Professional_Install	E51	0.0000	12,885.000	USD	

Return to Search Notify

Click Icon to View Invoice Details

Unit: BARTD PO No.:6M8064 Line 1 Item ID

Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched
1	BARTD	00085185	1	0.0000	12885.000

Go Back To Activity Summary

Return to Search Notify

javascript:Action_win4(document.win4,'VOUCHER_ID\$0',0,0,'00085185',false,true);

3. Document Status

Use this inquiry screen to identify all of the transactions related to the Purchase Order.

Navigation: Main Menu > Purchasing > Purchase Orders > Review PO Information > Document Status



Purchase Order Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit:	=	<input type="text" value="BARTD"/>	
PO Number:	begins with	<input type="text" value="6m7143"/>	
Purchase Order Date:	=	<input type="text"/>	
Origin:	begins with	<input type="text"/>	
Purchase Order Reference:	begins with	<input type="text"/>	

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)





Document Status

Business Unit:	BARTD	PO ID:	6M7143
Document Date:	08/10/2011	Status:	Dispatched
Currency:	USD	Document Type:	Purchase Order
Buyer:	Price,Helen M	Merchandise Amt:	100,000.00
		Budget Status:	Valid

Associated Document

Documents | Related Info | [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-4 of 24 | [Last](#)

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
	BARTD	Requisition	000000344	Approved	02/25/2011			
	BARTD	Requisition	0000002064	Approved	09/19/2011			
BARTD		Contract	6M7143	Approved	08/09/2011	0000013929		
	BARTD	Voucher	00063417	Posted	07/01/2012	0000013929	SF	

[Return to Search](#)

Review Agreement / Contract

1. Review Contract Details

his

The screenshot shows a web application interface for reviewing a contract. The BART logo is in the top left. The breadcrumb trail is: Favorites | Main Menu > Procurement Contracts > Add/Update Contracts. The page title is "Contract Entry Contract".

Navigation (Callout box pointing to the breadcrumb trail)

Contract Version (Callout box pointing to the version information)

SetID:	BARTD	Contract Version	
Contract ID:	6M7143	Version:	1
*Status:	Approved	Status:	Current
Administrator/Buyer:	057379	Approved Date:	08/09/2011
		Price,Helen M	Add a Document

Header

Process Option:	General Contract	Add Comments	Activity Log
Vendor:	BLINKTAG-001	Contract Activities	Document Status
Vendor ID:	0000013929	Primary Contact Info	Thresholds & Notifications
Begin Date:	03/01/2011	Contract Header Agreement	
Expire Date:		Contract Releases	
Renewal Date:			
Currency:		Maximum Amount:	50,000.00 USD
Primary Contact:		Line Item Released Amount:	0.00
Vendor Contract Ref:		Category Released Amount:	0.00
Description:	Website Production Services	Open Item Released Amount:	50,000.00
Master Contract ID:		Total Released Amount:	50,000.00
<input type="checkbox"/> Tax Exempt		Remaining Amount:	0.00
		Remaining Percent:	0.00

Order Contract Options

<input checked="" type="checkbox"/> Allow Multicurrency PO	<input checked="" type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date	Rate Date: 08/09/2011
<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Vendor Pricing		
<input type="checkbox"/> Lock Chartfields	<input checked="" type="checkbox"/> Price Can Be Changed		

Voucher Contract Options

Invoice Number:		Gross Amount:	USD
AP Business Unit:		Freight Amount:	
Accounting Template:		Sale:	
Payment Terms ID:		VAT:	
Basis Date Type:		Mis:	
		Ret:	

This is the total authorized board "Not to Exceed" Amount, less paid amount in GEAC. (Callout box pointing to Maximum Amount)

Amount Released on a PO converted from GEAC. (Callout box pointing to Total Released Amount)

Amount Released on all other PO's. (Callout box pointing to Open Item Released Amount)

Remaining Balance that can be processed against the Contract. (Callout box pointing to Remaining Amount)



Contract Entry Contract

SetID: BARTD
 Contract ID: 6M7143
 *Status:
 Administrator/Buyer: 057379

Contract Version
 Version: 1 Status: Current
 Approved Date: 08/09/2011
 Price,Helen M

Header

Process Option: General Contract
 Vendor: BLINKTAG-001
 Vendor ID: 0000013929
 Begin Date: 03/01/2011
 Expire Date: 06/30/2013
 Renewal Date: 07/01/2012

**Click Document Status
Link to view related
transactions.**

[Activity Log](#)
[Document Status](#)
[Thresholds & Notifications](#)

Currency: USD CRRNT
 Primary Contact:
 Vendor Contract Ref:
 Description: Website Production Services
 Master Contract ID:
 Tax Exempt

Amount Summary	
Maximum Amount:	50,000.00 USD
Line Item Released Amount:	0.00
Category Released Amount:	0.00
Open Item Released Amount:	50,000.00
Total Released Amount:	50,000.00
Remaining Amount:	0.00
Remaining Percent:	0.00

Order Contract Options

Allow Multicurrency PO Allow Open Item Reference Must Use Contract Rate Date Rate Date: 08/09/2011
 Corporate Contract Adjust Vendor Pricing First Auto Default
 Lock Chartfields Price Can Be Changed on Order
[PO Defaults](#) [Add Open Item Price Adjustments](#) [Price Adjustment Template](#)

Voucher Contract Options

Invoice Number: Gross Amount: 0.00 USD
 AP Business Unit: Freight Amount: 0.00
 Accounting Template: Sales Tax Amount: 0.00
 Payment Terms ID: VAT Amount: 0.00
 Basis Date Type: Misc Charge Amount: 0.00
[Miscellaneous Charges Retention](#)

2. Document Status

 Home | V

Favorites | Main Menu > Procurement Contracts > Review Contract Information > Document Status

Document Status

SetID: BARTD Contract: [6M7143](#)
Document Date: 03/01/2011 Status: Approved
Currency: USD Document Type: Contract
Buyer: Price,Helen M Released Amount: 50,000.00
Short Vendor Name: BLINKTAG-001

Associated Document Customize | Find | View All | First 1-4 of 18 Last

Documents Related Info

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID		
BARTD		Payment	399467	Posted	08/29/2011	0000013929		
BARTD		Payment	401493	Posted	09/26/2011	0000013929		
BARTD		Payment	412544	Posted	03/19/2012	0000013929	SF	
BARTD		Payment	414103	Posted	04/13/2012	0000013929	SF	

Click View All

[Return to Search](#)

Document Status will show you all of the transactions that are linked to the Contract.



Document Status

SetID: BARTD Contract: [6M7143](#)
 Document Date: 03/01/2011 Status: Approved
 Currency: USD Document Type: Contract
 Buyer: Price,Helen M Released Amount: 50,000.00
 Short Vendor Name: BLINKTAG-001

Associated Document								Customize	Find	View 4	1-18 of 18	Last
SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location					
BARTD		Payment	399467	Posted	08/29/2011	0000013929	SF					
BARTD		Payment	401493	Posted	09/26/2011	0000013929	SF					
BARTD		Payment	412544	Posted	03/19/2012	0000013929	SF					
BARTD		Payment	414103	Posted	04/13/2012	0000013929	SF					
BARTD		Payment	416102	Posted	05/11/2012	0000013929	SF					
BARTD		Payment	417941	Posted	06/15/2012	0000013929	SF					
BARTD		Payment	418559	Posted	06/22/2012	0000013929	SF					
BARTD		Payment	420766	Posted	07/27/2012	0000013929	SF					
	BARTD	Purchase Order	6M7143	Dispatched	08/10/2011	0000013929	SF					
	BARTD	Requisition	0000000344	Approved	02/25/2011							
	BARTD	Voucher	00027855	Posted	08/10/2011	0000013929	SF					
	BARTD	Voucher	00029566	Posted	09/01/2011	0000013929	SF					
	BARTD	Voucher	00047896	Posted	03/01/2012	0000013929	SF					
	BARTD	Voucher	00051612	Posted	04/01/2012	0000013929	SF					
	BARTD	Voucher	00055154	Posted	05/01/2012	0000013929	SF					

[Return to Search](#)

3. Contract Activity Report

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Monitor App..., PO Creation, Add/Update..., Add/Update..., Activities Re..., Purchase Or..., Document St...
- Address Bar:** fs-prd.adm.bart.gov/psp/BRFP91_6/EMPLOYEE/ERP/c/ADMINISTER_CONTRACTS.PRCR_DOCSTAT_CNT.GBL?Page=PRCR_I
- Navigation:** Home, Worklist, MultiChannel Console, Add to Favorites, Sign out
- Breadcrumbs:** Favorites | Main Menu > Procurement Contracts > Reports > Activities Report
- Page Title:** Contract Activities
- Text:** Enter any information you have and click Search. Leave fields blank for a list of all values.
- Form Elements:**
 - Buttons: Find an Existing Value, Add a New Value
 - Text input: Limit the number of results to (up to 300): 300
 - Text input: Run Control ID: begins with
 - Checkbox: Case Sensitive
 - Buttons: Search, Clear, Basic Search, Save Search Criteria
- Callout Box (Yellow):**
 - Click Search if you have an existing Run Control ID.
 - Click the Tab Add a New Value to Create a new Run Control ID. Enter CONTRACT as the Run Control ID.

Contract Activities

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-4 of 4 Last

Run Control ID
CONTRACT
DISPATCH
EXPEDITING
PS_PO_DISPATCH_DEFAULT

Select Run Control ID value.

Find an Existing Value | Add a New Value

Firefox Monitor App... PO Creation Add/Update... Add/Update... Activities Re... Purchase Or... Document St... +

fs-prd.adm.bart.gov/psp/BRFP91_6/EMPLOYEE/ERP/c/ADMINISTER_CONTRACTS.PRCR_DOCSTAT_CNT.GBL?Page=PRCR_I Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFP91 Document Status BRFP91

BART ba

Activities Report

Run Control ID: CONTRACT Report Manager Process Monitor **Run**

Language: English Specified Recipient's

Process Request Parameters

*Vendor SetID: BARTD
*Vendor ID: 0000001793
Short Vendor Name: CALIFORNIA-050
Contract SetID: BARTD
Contract ID From: 15TE-120 To: 15TE-120
Process Option:
Contract Status:
Date From: 01/01/1900 To: 01/01/2099

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

After selecting the report parameters click Run.

The Run Control will store the parameters for the last report run.

Enter the Vendor Information and then Contract ID.

Make sure the Date From and To provide a enough range.

Process Scheduler Request

User ID: SJONES Run Control ID: CONTRACT

Server Name: PSNT1 Run Date: 04/25/2013
 Recurrence: Run Time: 9:02:15AM
 Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Contract Activity Report	CNT_ACTX	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Contract Activities Report	POX3031	XML Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Contract Activities Report	POY3031-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Prepare Data for Report	PO_CNT_ACTX	Application Engine	Web	TXT	Distribution

OK Cancel Refresh

Make sure the Contract Activity report job is selected. Click OK.

Firefox

Activities Report

fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPath=

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFI91 Add/Update POs BRFP591 Document Status BRFP91

BART

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Procurement Contracts > Reports > Activities Report

New Window Help Customize Page http

Activities Report

Run Control ID: CONTRACT

Language: English

Specified Recipient's

Process ID: 617405

Report Manager Process Monitor Run

Process Request Parameters

*Vendor SetID: BARTD

*Vendor ID: 0000001793

Short Vendor Name: CALIFORNIA-050

Contract SetID: BARTD

Contract ID From: 15TE-120 To: 15TE-120

Process Option:

Contract Status:

Date From: 01/01/1900 To: 01/01/2099

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click Process Monitor link.

Firefox - fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPath=

Activities Report

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | Server List

View Process Request For

User ID: SJONES Type: Last 2 Days Refresh

Server: Name: Instance: to Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	617405		PSJob	CNT_ACTX	SJONES	04/30/2013 2:04:28PM PDT	Processing	N/A	Details
<input type="checkbox"/>	617285		Application Engine	PO_PO_EMAIL	SJONES	04/30/2013 11:26:30AM PDT	Success	Posted	Details
<input type="checkbox"/>	617282		Application Engine	PO_PO_EMAIL	SJONES	04/30/2013 11:24:55AM PDT	Success	Posted	Details
<input type="checkbox"/>	617279		PSJob	POQISP	SJONES	04/30/2013 11:23:20AM PDT	Success	Posted	Details
<input type="checkbox"/>	617271		PSJob	POQISP	SJONES	04/30/2013 11:20:21AM PDT	Success	Posted	Details
<input type="checkbox"/>	616757		Application Engine	EX_TRAN_PRC3	SJONES	04/29/2013 2:35:06PM PDT	Success	Posted	Details
<input type="checkbox"/>	616621		SDR Report	POPO005	SJONES	04/29/2013 11:21:03AM PDT	Success	Posted	Details
<input type="checkbox"/>	616618		PSJob	POQISP	SJONES	04/29/2013 11:15:39AM PDT	Success	Posted	Details
<input type="checkbox"/>	616531		SDR Report	POPO005	SJONES	04/29/2013 10:04:03AM PDT	Success	Posted	Details
<input type="checkbox"/>	616524		Application Engine	FS_BP	SJONES	04/29/2013 9:50:23AM PDT	Success	Posted	Details
<input type="checkbox"/>	616496		Application Engine	FS_BP	SJONES	04/29/2013 8:26:18AM PDT	Success	Posted	Details

Go back to Contract Activities

Save Notify

Process List | Server List

Click Refresh.

Firefox - fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPath=

Activities Report

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Procurement Contracts > Reports > Activities Report

Process List | Server List

View Process Request For

User ID: SJONES | Type: | Last: | Days: | Refresh

Server: | Name: | Instance: | to |

Run Status: | Distribution Status: | Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	617405		PSJob	CNT_ACTX	SJONES	04/30/2013 2:04:28PM PDT	Success	Posted	Details
<input type="checkbox"/>	617285		Application Engine	PO_PO_EMAIL	SJONES	04/30/2013 11:26:30AM PDT	Success	Posted	Details
<input type="checkbox"/>	617282		Application Engine	PO_PO_EMAIL	SJONES	04/30/2013 11:26:30AM PDT	Success	Posted	Details
<input type="checkbox"/>	617279		PSJob	PODISP	SJONES	04/30/2013 11:26:30AM PDT	Success	Posted	Details
<input type="checkbox"/>	617271		PSJob	PODISP	SJONES	04/30/2013 11:26:30AM PDT	Success	Posted	Details
<input type="checkbox"/>	616757		Application Engine	EX_TRAN_PRCS	SJONES	04/29/2013 10:04:03AM PDT	Success	Posted	Details
<input type="checkbox"/>	616621		SQR Report	POPO005	SJONES	04/29/2013 9:50:23AM PDT	Success	Posted	Details
<input type="checkbox"/>	616618		PSJob	PODISP	SJONES	04/29/2013 8:26:18AM PDT	Success	Posted	Details
<input type="checkbox"/>	616531		SQR Report	POPO005	SJONES	04/29/2013 10:04:03AM PDT	Success	Posted	Details
<input type="checkbox"/>	616524		Application Engine	FS_BP	SJONES	04/29/2013 9:50:23AM PDT	Success	Posted	Details
<input type="checkbox"/>	616496		Application Engine	FS_BP	SJONES	04/29/2013 8:26:18AM PDT	Success	Posted	Details

Go back to Contract Activities

Save | Notify

Process List | Server List

Click the Process Name after the run status changes to Success and the Distribution Status changes to Posted.

Firefox

Activities Report

fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPath=

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFI91 Add/Update POs BRFP591 Document Status BRFP91 Bookmarks

BART

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Procurement Contracts Reports Activities Report

New Window Help Customize Page http

Process Detail

Process Name: CNT_ACTX Refresh

Main Job Instance: 617405

Left Right

- 617405 - CNT_ACTX Success
- 617406 - PO CNT_ACTX Success
- 617407 - POY3031 - Success
- 617408 - POX3031 Success

Return

To retrieve the report click on the POY3031 - Report link.

Firefox - fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPath=

Activities Report

fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPath= Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFPS91 Document Status BRFP91

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Procurement Contracts > Reports > Activities Report

New Window Help Customize Page http

Process Detail

Process

Instance: 617407	Type: Crystal
Name: POY3031-	Description: Contract Activities Report
Run Status: Success	Distribution Status: Posted

Run | **Update Process**

Run Control ID: CONTRACT	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT1	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time | **Actions**

Request Created On: 04/30/2013 2:04:32PM PDT	Parameters	Transfer
Run Anytime After: 04/30/2013 2:04:28PM PDT	Message Log	
Began Process At: 04/30/2013 2:06:03PM PDT	Batch Timings	
Ended Process At: 04/30/2013 2:06:11PM PDT	View Log/Trace	

OK Cancel

Click View Log/Trace

Firefox

fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPath=

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFI91 Add/Update POs BRFPS91 Document Status BRFP91

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Procurement Contracts Reports Activities Report

New Window Help Customize Page http

View Log/Trace

Report

Report ID: 574808 Process Instance: 617407 [Message Log](#)

Name: POY3031- Process Type: Crystal

Run Status: Success

Contract Activities Report

Distribution Details

Distribution Node: BRFP91 Expiration Date: 05/07/2013

Name	File Size (bytes)	DateTime_Created
CRIV_POY3031- 617407.log	0	04/00/2013 2:06:11.518683PM PDT
POY3031- 617407.PDF	56,051	04/00/2013 2:06:11.518683PM PDT
psqltrace.trc	505	04/00/2013 2:06:11.518683PM PDT

Distribute To

Distribution ID Type

User

Click the PDF File

Return

javascript:action_win0(document.win0,PMN_DERIVED_MESSAGELOG_BTN,0,0,'Message Log',false,true);



Report ID: POY3031
 Use ID: SJONES
 Run Control ID: CONTRACT

PeopleSoft Purchasing
 CONTRACT ACTIVITIES REPORT

Page No.: 1
 Run Date: 4/09/2013
 Run Time: 2:06:03PM

Report Selection Criteria

Vendor Set ID: BARTD Vendor ID: 000001793 Vendor Name: CALIFORNIA-050
 Contract Set ID: BARTD Contract ID From: 15TE-120 Through: 15TE-120 Contract Status:
 Date From: 1/1/1900 Through: 1/1/2099 Process Option:

Set ID: BARTD Contract ID: 15TE-120 Status: Approved Max Amount: 257,953.60 USD

Unit	Doc ID	Line	Date	Amount	Currency	Doc Status	Set ID	Contract ID	Version	Line	Status
------	--------	------	------	--------	----------	------------	--------	-------------	---------	------	--------

Purchase Order

BARTD	15TE-120	1	2/1/2011	116,408.25	USD	Dispatched	BARTD	15TE-120	1	Approved
BARTD	15TE-120	2	2/1/2011	141,465.35	USD	Dispatched	BARTD	15TE-120	1	Approved

Purchase Order Total: 257,953.60

Review Invoice

1. Review Voucher

The screenshot shows a Firefox browser window displaying a 'Voucher Inquiry' page. The browser's address bar shows the URL: `lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?fc`. The page title is 'Voucher Inquiry'. Below the title is a 'Search Criteria' section with a list of search fields on the left and two columns of input fields on the right labeled 'From' and 'To'. A yellow callout box with a red border and a green dot is overlaid on the right side of the form, containing the text: 'Enter at least the Vendor to filter your search. Leaving the fields blank will cause the system to time out.'

Voucher Inquiry

Search Criteria

Search Name	From	To
Business Unit	BARTD	BARTD
Voucher ID		
Invoice Id		
Vendor SetID	BARTD	
Short Name		
Vendor Name 1		
Vendor Name 2		
Vendor ID		
Vendor Location		
Entry Status		
Accounting Dt		
Invoice Date		
Due Date		
Entered Date		
Origin Set ID		
Origin		
Lease Number		
PO Business Unit		
Purchase Order		
Item ID		
*Amount Rule	Any	
Amount		
Currency		
*Voucher Style	All Vouchers	
Post Status		
Approval Status		
Voucher Balance		
Voucher Source		
User ID		
GL Business Unit		
Account		

Enter at least the Vendor to filter your search. Leaving the fields blank will cause the system to time out.

Firefox

Voucher

lmlap05v.adm.bart.gov:6600/psp/BRFPS91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Fc

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFI91 Add/Update POs BRFPS91 Document Status BRFP91

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Short Name
Vendor Name 1
Vendor Name 2
Vendor ID
Vendor Location
Entry Status
Accounting Dt
Invoice Date
Due Date
Entered Date
Origin Set ID
Origin
Lease Number
PO Business Unit
Purchase Order
Item ID
*Amount Rule
Amount
Currency
*Voucher Style
Post Status
Approval Status
Voucher Balance
Voucher Source
User ID
GL Business Unit
Account
Department
Process Instance
Match Status
Max Rows 300 Search Clear

*Sort By: Voucher ID Sort Display
*Sort Asc/Desc: Ascending

Display Currency Criteria

Use Scroll Bar to scroll down the page.

Click Search after you have entered in fields to filter your results.

Firefox - fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL7FolderPath= Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFP91 Document Status BRFP91 Bookma

Home | Worklist | MultiChannel Console | Add to Favorites | Sign o

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Entry Status
Accounting Dt
Invoice Date
Due Date
Entered Date
Origin Set ID
Origin
Lease Number
PO Business Unit
Purchase Order
Item ID
*Amount Rule
Amount
Currency
*Voucher Style
Post Status
Approval Status
Voucher Balance
Voucher Source
User ID
GL Business Unit
Account
Department
Process Instance
Match Status

Max Rows: 300 Clear

Sort Criteria
*Sort By: Voucher ID
*Sort Asc/Desc: Ascending Sort Display

Display Currency Criteria

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Short Vendor Name
BARTD	00018000	1104775 09	05/09/2011	0000015457	Postable		Not Applicable	\$	

javascript:ptCommonObj.updatePrompt(document.win0,'#ICRow1');

Click more details to view Vendor's attached invoice.

Payment was made if the icon displays a \$. Click on the icon to view payment details.

Firefox

Voucher

fs-prd.adm.bart.gov/psp/BRFP91/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?FolderPath=

Ask.com Search

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRFP91 Add/Update POs BRFP591 Document Status BRFP91

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Due Date
Entered Date
Origin Set ID
Origin
Lease Number
PO Business Unit
Purchase Order
Item ID
*Amount Rate
Amount
Currency
*Voucher Style
Post Status
Approval Status
Voucher Balance
Voucher Source
User ID
GL Business Unit
Account
Department
Process Instance
Match Status

Max Rows 300

Sort Criteria
*Sort By: Voucher ID
*Sort Asc/Desc: Ascending

Display Currency Criteria

Voucher Inquiry Results

Voucher Details | Amounts | More Details | Vendor Details

Business Unit	Voucher ID	Voucher Style	Vendor Loc	Detail Lines	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
BARTD	00018000	Regular Voucher	MAIN		Posted	Approved	Approval History	Open	TKT	05/09/2011	05/09/2011	05/11/2011	05/24/2011	Valid	Valid Budget Check

javascript:submitAction_win0(document.win0,'AP_VCHR_INQ_VW\$tab22\$0');

Click Detail Lines icon to view Vendor's attached invoice.

Firefox

Voucher Voucher Line Display

fs-prd.adm.bart.gov/psp/BRFP91_1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_LINE_DISPLAY.GBL?Page

Most Visited Getting Started Suggested Sites Web Slice Gallery brfd91 BRF91 Add/Update POs BRFP91 Document Status BRF91

BART Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu New Window Help Customize Page http

Voucher Details

Business Unit: BARTD Gross Amount: 120.00
 Voucher ID: 00019000 Misc Charges: 0.00
 Invoice No: 1104775 09 Total VAT: 0.00 [Attachments \(0\)](#)
 Invoice Dt: 05/09/2011 Vendor ID: 0000015457 Transaction Currency: USD [Comments \(1\)](#)

Name: Transaction Currency: USD

Invoice Lines

Line	Description	Quantity	UOM	Unit Price	Merchandise Amt
1	Remaining Ticket Value				128.00

Item ID: PO Business Unit: PO Number: PO Line: PO Schedule:
 Receipt Unit: BARTD Receipt Number: Receipt Line: Schedule:

Distributions

Distrib Line	Merchandise Amt	GL Unit	Account	Reference	Dept	Class	Bud Ref	Product	PC Business Unit	Project
1	128.00	BARTD	210010		9901030			BLUE		

Click the attachments link to view documents attached by Accounts Payable.

2. Add/Update Voucher Inquiry

BART

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update

Voucher

Enter any information you have and click Search. Leave fields blank for a list of results.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300):

Business Unit: =

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

[Basic Search](#)

Find an Existing Value | [Add a New Value](#)

Enter Vendor's Invoice Number or use other parameters

Click Search after you enter your search parameters

BART Home

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | **Related Documents** | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit:	BARTD	Invoice Date:	09/28/2010
Voucher ID:	00000691	Invoice No:	21905
Voucher Style:	Regular	Invoice Total:	2,041.35 USD
Contract ID:			
Vendor Name:	BOB MCGEES MACHINING CO INC 2735 SAN PABLO AVE BERKELEY, CA 94702-2239	Pay Terms:	NET 30 DAY
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:		Created:	11/03/2010
Approval Status:	Approved	Created By:	060729
Post Status:	Posted	Modified:	11/04/2010
		Modified By:	057354
Doc Tol Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related [Go](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Entry Status: The Voucher needs to have status of Postable in order for payment to be made. If recycled, AP needs information from the Financial Analyst or the Vendor to fix the Voucher.

Match Status: The Match Status must be Matched or No Match in order to be processed for payment. There will be a Match Exceptions link if the matching process detects an error. Details are provide within the voucher.

Approval Status: Voucher must be approved to be processed for payment.

Doc Tol Status: Another matching process that checks for non-merchandise charges such as sales tax and freight. The Status must be value to be processed for payment.

Budget Status: The status must be valid to be processed for payment. Check with Grant Compliance if there is a budget error.

BART Home | Worklist | MultiChar

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Related Content | New Window

Business Unit: BARTD Invoice No: 21905 Action:
 Voucher ID: 00000691 Invoice Date: 09/28/2010
 Voucher Style: Regular Voucher
 Total Amount: 2,041.35
 Vendor Name: BOB MCGEES MACHINING CO *Pay Terms: N30 NET 30 DAY

Run
 Schedule Payments

Payment Information Find | View All First 1 of 1 Last

Payment: 1
 *Remit to: 0000001514 Gross Amount: 2,041.35 USD
 Location: BER-BER Discount: 0.00 USD
 *Address: 1
 BOB MCGEES MACHINING CO INC Scheduled Due: 11/04/2010
 2735 SAN PABLO AVE Net Due: 10/28/2010
 BERKELEY, CA 94702-2239 Discount Due:
 Accounting Date: 11/03/2010

Payment Inquiry
 Discount Denied
 Express Payment
 Payment Comments(0)
 Holiday/Currency

*Bank: BOFA Pay Group: Vendor Bank
 *Account: GENL *Handling: REG PROCES Messages
 *Method: MAN Manual *Netting: Not Applicable
 LIC ID: Hold Reason:
 Hold Payment
 Separate Payment

Message:
 Message will appear on remittance advice.

Schedule Payment

*Action: Record a Payment Payment Date: 11/03/2010
 Pay: Full Amount Reference: 382245

Save | Return to Search | Notify | Refresh

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

You will see a check number and Payment Date if the Voucher has been paid.

3. Payment Inquiry

Navigation: Accounts Payable > Review Accounts Payable Info > Payments > Payment

Note: It is easier to search for payment information using the Voucher Inquiry.

Appendix A: Customize Fields

After clicking on the customize link move the fields in the new order.

BART Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Requisition name: Cleaning Supplies Priority: Medium

Line Defaults

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields.

Vendor: 0000001206 Vendor Location: DAL-SFO

Buyer: Category: 76111501 Unit of Measure:

Shipping Defaults

Ship To: HSR NO TAX [Modify Onetime Address](#)

Due Date: 08/12/2013 Attention: Jaime Cabrales

Accounting Defaults Personalize | Find | First

Pct	Location	GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Acti
100	LKS	BARTD	681500		0803631			

Click on the Personalize Link

Continue

Accounting Defaults

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order	Sort Order
Tab Chartfields1	
Pct	
Location	
GL Unit	
Account	
Fund	
Dept	
PC Bus Unit	
Project	
Activity	
Tab Chartfields2	
Class	
Bud Ref	
Product	
Tab Chartfields3	
Source Type	
Category	
Subcategory	
Origin	
Tab Details	
Affiliate	

Hidden Frozen Descending

Internet 100%

Location
GL Unit
Account
Fund
Dept
PC Bus Unit
Project
Activity
Tab Chartfields2
Class
Bud Ref
Product
Tab Chartfields3
Source Type
Category
Subcategory
Origin
Tab Details
Affiliate
Fund Affil
IN Unit
Budget Date
Stat
Tab Asset Information
AM Business Unit
Profile ID
Capitalize
Cost Type
Description

Hidden
 Frozen

Descending

OK Cancel Preview [Copy Settings](#) [Share Settings](#) [Delete Settings](#)

Click OK after the fields are in order.

Appendix B: Autocomplete

Navigation: Main Menu > My Personalizations >

The image shows a screenshot of the Oracle EBS navigation interface. On the left is a vertical menu titled 'Main Menu' with a search bar. The menu items include various functional areas like Travel Administration, Billing, Accounts Receivable, etc. The item 'My Personalizations' at the bottom is highlighted in yellow and has a red arrow pointing to it. On the right, a window titled 'Welcome!' is open, displaying the 'Main Menu' to get started. The window contains three screenshots of the Oracle EBS interface showing different menu configurations.

Main Menu

- Travel Administration
- Billing
- Accounts Receivable
- Accounts Payable
- eSettlements
- Asset Management
- IT Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- Financial Gateway
- VAT and Intrastat
- Excise and Sales Tax/VAT IND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Government Resource Directory
- Background Processes
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- Conversion Center
- Vendor Invoice Details
- PeopleTools
- Development Utilities
- Packaging
- BART Integration
- BART Custom Reports
- Tax Center
- Treasury Dashboards
- Treasury Management Center
- Treasury Processing Center
- Treasury Definitions Center
- Usage Monitoring
- Change My Password
- My Personalizations**

Welcome!

on **Main Menu** to get started.

Personalizations

Sarah

Personalized settings are in effect.

Changes to Personalization settings require you to log off and log back on in order to take effect.

[Personalize User Option by Category](#)

[Personalize General Options](#)

[Personalize Regional Settings](#)

[Personalize System & Application Messages](#)

[Personalize Navigation Personalizations](#)



[Restore Defaults](#)

Save Confirm

 Your Personalizations have been saved.

Return



Resources

Contact Information

For help regarding this material:

- Sarah Castro scastro@bart.gov x4940

Procurement Forms

Procurement maintains the most current documentation regarding forms and policies. Please contact the help desk x7208 for access to the Lotus Notes link.

Notes: